**The CLEAR Model: Useful Questions and Responses for Each Stage**

1. **Contracting: Starting with the end in mind and agreeing how you are going to get there together**
   1. How do you want to use your time?
   2. What do you most need to achieve in this session?
   3. How could I be most valuable/helpful to you?
   4. On what, in particular, do you want to focus?
2. **Listening: Facilitating the supervisee in generating personal insight into the situation?**
   1. What more can you say about that?
   2. Who else is involved whom you have not yet mentioned?
   3. How do other people – your boss, your colleagues, your team, your client, see the situation?
   4. Let us see if I can summarize the issue.
3. **Exploring I: Helping the supervisee to understand the personal impact of the situation**
   1. How are you feeling right now?
   2. Are there any feelings that you have not expressed?
   3. Does this person remind you of anyone? What is it you would like to say to that person?
   4. What patterns might be re-occurring in this situation?
4. **Exploring II: Challenging the supervisee to create new possibilities for future action in resolving that situation**
   1. What outcome do you and others want?
   2. What behaviors need to be different in you or your team members to achieve the outcome?
   3. Who might be of help to you that you have not yet consulted?
   4. Can you think of two or more different ways of approaching this situation?
5. **Action: Supporting the supervisee in committing to a way ahead and creating the next step**
   1. What are the pros and cons of each possible approach/strategy?
   2. What is the long-term objective/goal?
   3. What is the next step you need to take?
   4. When are you going to do that?
   5. Is the plan realistic? What is the percent chance of succeeding?
   6. Can you show me the first thing you are going to say in your next meeting/session?
6. **Review I: Taking stock and reinforcing ground covered and commitments made. Reviewing the process and how it could be improved. Planning the future review after the action has been tried.**
   1. What have you decided to do next?
   2. What have you learned from this session?
   3. In what ways have you increased your own ability to handle similar situations?
   4. What did you find helpful about the supervision process?
   5. What could be better next time in the supervision process?
7. **Review II: Debriefing at the next session the actions taken between sessions**
   1. How did what you planned work out?
   2. How do you think you did?
   3. What feedback did you receive?
   4. What did you do well and what could have been even better?
   5. What can you learn from what happened?

Source: Hawkins and Shohet, 2012