OUTLINE FOR PROCESS RECORDING

AS AN EDUCATIONAL TOOL

**PRE-ENGAGEMENT COMMENTS**

Indicate any activities that have occurred before meeting with client(s) such as collateral contacts, telephone call with the client, etc.

Click here to enter text.

**NARRATIVE**

Record what has transpired between you and your client(s). This should not be a total verbatim report, but a **description of observations and the interactions,**  both verbal and non-verbal. Dialogue should be recorded selectively and when pertinent.

Click here to enter text.

**IMPRESSIONS**

Describe and discuss your feelings and reactions.

Click here to enter text.

By “getting into the client’s shoes”, discuss how you think the client(s) may have experienced both the interview/meeting and your interventions.

Click here to enter text.

Provide your impressions and/or thinking about the client(s) and your reflections on you interventions in the interview/meeting.

Click here to enter text.

**PLAN/NEXT STEPS**

Click here to enter text.

**QUESTIONS/ISSUES**

Indicate questions or specific issues emerging from this interview/meeting that you would like to discuss in supervision.

Click here to enter text.

**NOTE:**

**Students using process recordings for the first time should focus on writing of the narrative; other sections may be added at a later time, based on the student’s educational readiness.**