Foundations of Supervision

Course Outline

Course Developer

Canadian Counselling and Psychotherapy Association (CCPA)

Course Format

This 36-hour online course will progress in a structured manner over 10 weeks. Although some learning activities and assignments can be completed independently, there will be weekly class discussions, partner work, and collaborative activities conducted via asynchronous discussion forums and synchronous meetings. This course is not an independent study course; active engagement throughout the duration is required.

Course Prerequisites

In order to enroll in this course, students must:

- Be a **Canadian Certified Counsellor (CCC)** or a non-certified CCPA Professional Member holding a regulated professional title
- Have a **minimum of five (5) years of clinical practice experience**
- Be **currently providing clinical supervision or have a confirmed opportunity to begin supervising during the course**
- Have **access to one or more supervisees throughout the duration of the course to complete supervision-based learning activities and assignments**
- Hold **professional liability insurance**
- Have **no active ethical complaints or disciplinary matters under investigation** with a regulatory body or professional association

Course Description

This course offers a comprehensive, practice-focused introduction to clinical supervision, guiding emerging supervisors through the foundations, processes, and relational dynamics that shape effective supervisory practice. Participants will learn to ground their supervision in clear theoretical models, establish strong structures and expectations, and apply ethical, developmental, and competency-based approaches to assessment and feedback. The course emphasizes building culturally responsive supervisory relationships, navigating power and identity, and addressing conflict and rupture with confidence and care. Through reflective practice, consultation, and attention to wellness, participants develop the skills, self-awareness, and professional resilience needed to grow into ethical, competent, and sustainable clinical supervisors.

Course Objectives

Upon successful completion of this course, students will be able to:

- **Define the foundations of clinical supervision**, including its purpose, context, major models, and modalities within the Canadian counselling landscape
- **Establish a clear supervisory structure and shared expectations** through supervisor identity development, role clarification, and effective contracting
- **Apply ethical, developmental, and competency-based supervision practices** using professional standards, appropriate interventions, and sound documentation and evaluation methods
- **Build and maintain a strong, culturally responsive supervisory relationship** grounded in trust, safety, cultural humility, and awareness of power and identity
- **Recognize and address relational challenges, conflict, and rupture** using evidence-based repair and conflict-resolution strategies

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- **Engage in reflective, trauma-informed, and anti-oppressive supervisory practice** by examining personal biases, parallel processes, and emotional responses
- **Demonstrate professional accountability** through ethical decision-making, consultation, mentorship, and supervision-of-supervision
- **Develop as a resilient, reflective, and competent supervisor** through self-assessment, wellness practices, and targeted professional development planning
- **Evaluate and revise counselling or supervision business practices** for ethical, evidence-informed, and culturally responsive integrity

Required Texts / Supplies

Shepard, B. (2020). *Clinical Supervision of the Canadian Counselling and Psychotherapy Profession* [Handbook]. The Canadian Counselling and Psychotherapy Association. Order from https://www.ccpa-accp.ca/ccpa-publications/

Shepard, B., Robinson, B., & Martin, L. (Eds.). (2016). *Clinical Supervision of the Canadian Counselling and Psychotherapy Profession* [Textbook]. Canadian Counselling and Psychotherapy Association. Order from https://www.ccpa-accp.ca/ccpa-publications/

Note: These texts are available in print or electronic format through CCPA. If you are a CCPA member, please log into the Member Portal to place your order through the store – select publications under categories and then select the book. Follow the directions to add to your cart and checkout to complete your order. If you are not a member, you will need to register for a **free** Complimentary Membership – see https://www.ccpa-accp.ca/applyformembership/. Click "apply" under Complimentary Member and follow the instructions; you can expect an email with instructions on how to access the member portal. You will then be able to place your order through the store.

Additional materials will be provided via the course site.

Course Completion Requirements

Students will be evaluated on the following learning activities:

Documentation: The Supervision Agreement or Contract	15%
Personal Model of Supervision	25%
Clinical Supervision Project: Case Summary & Supervisory Analysis	40%
Participation	20%

Note: Each student will need to arrange to serve as counselling supervisor for one supervisee who is not a member of the course. Given the short duration of this course, it is important that students are prepared to make these arrangements within the first week of class.

Topical Structure

This course will use the PURE supervision model, developed by Corrie and Lane (2015) to guide Cognitive Behavioral Therapy (CBT) supervision, to provide an atheoretical framework organized in four stages:

- **Prepare** for effective supervision by understanding their own approach and the context of supervision
- **Undertake** the core tasks of supervision, such as assessing competence and providing feedback
- **Refine** the supervisory process by building strong relationships and addressing challenges
- **Enhance** their skills and knowledge to ensure high-quality supervision over time

These stages help supervisors structure their approach and ensure a comprehensive learning experience for supervisees.

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Learning Philosophy/Approach

LearnOnline is a student-centred, dynamic community where instructors and students co-create an engaging safe space to reflect, share, and grow together. Life Strategies Ltd. is committed to infusing principles of equity, diversity, and inclusion within all our endeavors, including our e-learning offerings. We recognize that learning is a lifelong process impacted by our lived experiences and relationship to others and appreciate the unique learning preferences our students hold as they balance complex lives.

Life Strategies Ltd. continues to serve as an industry leader supporting local, national, and international strides forward in the professionalization of counselling. Life Strategies recognizes and values the diverse educational and employment backgrounds of individuals from within the counselling sector and welcomes contributions that bridge across sectors, contexts, and clientele. Questions, experiences, and opinions expressed within the e-learning space are considered confidential and consequently not to be repeated outside of the class.

Life Strategies invites students to integrate their unique contexts within their e-learning journey and honour their personal learning goals. Together our learning community can support enhancing our professional community. We expect students, instructors, and administrative staff to treat others with respect and kindness, even when differences of opinions arise. We acknowledge, however, that sometimes our efforts to make people feel welcomed and included may fail, so we are always open to feedback to inform adjustments and improvements going forward. Professional standards of behaviour are expected including adherence to the CCPA *Standards of Practice* and *Code of Ethics*.

Online Instruction Overview

This online course will be hosted on Life Strategies' *LearnOnline* e-learning platform which uses a Moodle-based learning management system. The system organizes a variety of learning activities (e.g., assigned readings, resources, videos, discussions, assignments) into several topical modules which students will progress through on a set schedule as described in the *Course Syllabus.* A course instructor will facilitate the asynchronous discussions and live sessions, as well as review the assignments, providing feedback and insights throughout the course.

Although this course will provide comprehensive content, students' active participation in the partner work, module discussions, and live sessions enriches learning and is required for successful course completion. Students are encouraged not to delay forming small groups for their partner work activities and jumping into the asynchronous discussions – in fact, posting early and often contributes to richer discussions. Attendance in the live sessions is necessary and required. If you are ill or otherwise unable to take part, please notify the instructor by email prior to the scheduled class.

Registered students will be enrolled and receive log-in instructions by email (noreply@learnonline.lifestrategies.ca) 1 week prior to the course start date. This provides a few days for students to orient themselves within the e-learning environment, review course expectations, and troubleshoot any technical concerns. If you require additional support or a course extension, please contact our team (studentadvisor@lifestrategies.ca) and we will do our best to accommodate your needs.

Operational Requirements

As this course is offered entirely online, students must have reliable Internet access and be comfortable using Internet technology and participating in discussion forums.

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Within each course, modules will open and close on specific days, facilitating learning as a cohort. To complete the course successfully, students will be expected to adhere to the course schedule and spend a similar amount of time on this course as they would in a classroom-based environment of 36 hours.

Documents will be posted in Word, PowerPoint, and PDF — students must be able to download these documents as well as upload similar documents. Web conferencing software (e.g., Zoom) will also be used.

Students can count on our team for support if any technical challenge arises during the learning process. Contact us by sending an email to info@lifestrategies.ca so we can assist as soon as possible.

Accommodation

We recognize that all students have different learning styles and needs. We want to make sure each student gets the most out of their learning experience with us. If you have any special need and/or disability which needs accommodation or special consideration throughout the course, please let us know prior to the course start so that we can work collaboratively to more effectively meet those needs.

Life Strategies Ltd. is a truly remote workplace with staff and associates working across a wide variety of traditional, ancestral, unceded and occupied Indigenous Lands. We want to take a moment to acknowledge the territory and thank the Nation(s) for allowing us visitation on their traditional lands and invite you to do the same. If you are connecting from Canada, please go to https://native-land.ca to learn more about and to reflect upon the lands you are joining us from.

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