

Process Recording Outline

Student's Name:

Date/time of Encounter:

Encounter #:

Client's identifying information:

Purpose of the encounter:

Location of the encounter (office, home, school, hospital room, etc.):

Was the encounter in person or virtual?

Participants in the encounter:

Pre-engagement: How have you prepared for this contact (i.e. read the client's file? reflected on the last session, examined the case in its totality?)

Verbatim Dialogue	Non-Verbal Communication What did you observe?	Student's Feelings What were you feeling then?	Student's Thoughts What were you thinking then?	Identify Skills, Techniques and Theory Used	Instructor's Comments

Reflect on and briefly give response to these items below:

Impressions: Self-critique your interventions and responses in the encounter, highlighting your strengths and areas that you think need improvement.

Assessment/Analysis of the Session:

- Identify the stage of work with client (pre-engagement, engagement, assessment, intervention, evaluation)
- What did you learn from the session that adds to your understanding of the client?
- What were the challenges presented?
- What was accomplished?

- How did intersecting identities and positionality (i.e. power and privilege) influence the encounter?

Next steps: Identify unfinished business and your thoughts about interventions you may wish to consider for future encounters. What have you and the client decided to work toward? Short-term goals? Longer term goals?

Questions for field instructor: