

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.):

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 |
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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: