

Worksheet planner for running a reflective practice session: A trauma-informed approach for managers

Instructions: Use this reflective practice worksheet to prepare for one-to-one or group discussions with your team members.

Set-up and start of group session

- Agree on ground rules – aim is to create a safe space.
- Importance of confidentiality – remind participants not to talk about colleagues' comments outside the session.
- No judgement of reflections – a place where people can be vulnerable.
- Encourage many voices – range of perspectives.
- Remind participants that you, as a manager, are in a facilitator role.

E.g., How will you set up the session? What are the needs for your team and each worker to feel safe? Are there areas of practice you need to focus on or assumptions that you need to tackle?

Running a session

- Adopt a flexible approach – it is not a training session – some discussions may take more time.
- Share own experience – act as a role model for others – demonstrate qualities of reflective practice.
- Ask questions to help participants reflect on their inner experience.
- Go with the flow of the session – allow the discussion to emerge.
- Re-state the focus of the session if workers' content shifts from reflection to finding solutions.
- Encourage sharing of own values, life experiences or personal reactions within an interaction with a service user – but only if it serves reflection or challenging of assumptions.

E.g., See prompt cards for reflection topics and asking questions. What might be helpful to share from your own experience?

Finishing a session

- Summarise what has been discussed and any discoveries or connections that have been made.
- If relevant, towards the end of the session, share own experience and how dealt with similar challenges.
- Remind participants about confidentiality.
- Monitor signs of vicarious trauma and offer support.

E.g., Consider prompts to help future planning. What helped create a safe discussion? What are the implications for how your organisation delivers services or supports workers? Topic ideas for next session.