

TIPS FOR LETTERS OF RECOMMENDATION FOR REFLECTIVE PRACTICE FACILITATOR MENTOR ENDORSEMENT

The letters for the Reflective Practice Facilitator mentor must contain:

1. The recommender's relationship with the person seeking endorsement, e.g. supervisor, consultant, colleague, etc.
2. The length of time and circumstances that the recommender has known the person seeking endorsement and their professional involvement. This should include specific information about the agency involvement or location of any activities related to the professional relationship.
3. The recommender's qualifications to provide reflective practice facilitation directed at helping the person seeking endorsement to become more skilled at helping others learn reflective facilitation. Feel free to have the person attach a resume.
4. Statement about how and where reflective practice facilitation about helping others learn about reflective practice facilitation was provided.
5. Descriptions of the relative strengths or any concerns about the person seeking endorsement.

Sample Letter of Recommendation

To whom it may concern:

I have known Elena Garcia for 12 years. I first met her when she was a student in my child development class at our local university. Later, four years ago, I supervised her clinical work as a new supervisor of a home visiting team in our Early Head Start Program where I am the program manager. When that program received expansion funds more recently, Elena was chosen to start up two new teams. She was in charge of training and supervising two new supervisors for early Head Start home visiting teams. I was asked to supervise her work in mentoring the new staff and in starting up the new program

I have met with Elena regularly twice a month for four years. For some of that time I have supervised her own work as a supervisor, and more recently in the past 18 months I have served as someone helping her provide mentorship, training, and supervision to two new supervisors.

Elena is well grounded in a reflective practice model of supervision and has used her time with me very well to gain ever more sophisticated skills as a supervisor and now as a mentor. She has also attended more formal training and has read many of the available materials on reflective supervision.

My own background is as a program manager who has a strong background and training as a clinician and a supervisor. I recently completed all of my documentation as a Reflective Practice Facilitator I and also as a Mentor and had these materials accepted and am now fully endorsed. A review of these materials will document my own extensive training and experience as a reflective facilitator and as a mentor for others.

Elena is a dedicated and talented individual who takes her role as a supervisor and a mentor of new supervisors very seriously. She is well grounded in child development and early intervention and brings a wealth of experience, ethical practice, and dedication to her work. I would not hesitate to recommend her highly.

Sincerely,

Susan Smith LCSW