Record of Supervision and Action Plan

Private and Confidential

Supervision Record to placed in supervision folder

|  |
| --- |
| Supervisee / Post………………………………………………………………………………………………………. |
| Supervisor / Post……………………………………………………………………………………………………….. |
| Date / Time……………………………………………………………………………………………………………….. |
| Review of last supervision and actionsA . Performance Management1. Work plan & priorities (current workload / new work)
2. Review of targets and individual/team objectives

3. Key achievements4.To be completed by relevant staff (use record of Individual Case form)5. Review of caseload to include equality and diversity needsB. Learning and Improvement1. Discussion of role and activities2. Review of learning activities3. Discussion of learning needsC. Support1. Personal reflections, demands / frustrations / support.2. Welfare / training & personal development. individual needs are supported with regards to equality and access to opportunities.3. Annual/flexi leave, sickness absence4. Health, Safety & WellbeingD. Mediation1. Team roles and responsibilities2. Consultation and briefings about organisational developments or information3. Identify gaps in or issues about resources |
| Managers Signature ……………………………………………………………………Date………………………………………………. |
| Staff Signature …………………………………………………………………………….Date…………………………………………… |
| Date, time, venue of next supervision |
| Performance management  | Comments  | Agreed Actions | Timescale |
| Learning and Development  | Comments | Agreed Actions | Timescale |
| Support | Comments | Agreed Actions | Timescale |
| Mediation (organisational communication) | Comments | Agreed Actions | Timescale |