**Reflective Discussion Form**

This form provides a structured approach to a reflective discussion to support relationships and/or our learning and development within the Children and Families Service.

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| **Name of supervisee:** |  |
| **Name of supervisor:** |  |

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| **Part One:** Details of the subject. **To be completed by the facilitator** |
| It has been established that a reflective discussion is required to support relationships and/or development.  |
| On the: |  | It has been proposed that: |
|  |
| You are therefore invited to attend a Reflective Discussion during which we will reflect on what happened, consider what can be learnt by you and/or the organisation and identify ways in which you and/or the organisation can develop. |
| Date of Reflective Discussion: |  |
| Time: |  | Location: |  |

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| **Part Two:** Worker’s description of what happened. **To be completed by the worker before the discussion** |
| Please provide a description of what you would like to be discussed: |
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| **Part Three**: Reflective Discussion. **To be completed by the manager and facilitator together after the discussion**  |
| Use the free text boxes below to capture the details of the Reflective Discussion |
| **Description** – what happened? |
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| **Feelings** – how did you feel before, during and after the event? |
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| **Evaluation** – what went well and what did not go so well? |
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| **Conclusion** – what should we do differently next time? |
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| **Actions** – what are actions for the future? Any actions for the supervisee will need to be added to the Personal Supervision Notes to ensure that they are completed |
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| Is there any learning for the organisation? | Yes |  | No |  |
| If so, what does it relate to? |  |
| Please provide further details: |
|  |
| **A completed copy of this form will be kept in the practitioner’s supervision file** |