

Supervision Agenda

This is a supporting document that can be used within supervisions in addition to the supervisee's and supervisor's agenda.

In accordance with managing performance the following subjects are mandatory;

Review of actions/issues from last supervision

Managing Risk

Workload

Learning & Development

Agenda prompts if required:

For supervisory staff the agenda could also include where appropriate:

Policy & Practice

Recording/Data Quality

Performance/Targets

Information Management

Finances

Resources/Staffing

Compliments & Complaints

Specific Responsibilities

Initiatives/Ideas

Areas of Concern

For non-supervisory staff the agenda could also include where appropriate:

Policy & Practice

Recording/Data Quality

Performance/Targets

Review of Cases

Compliments & Complaints

Specific Responsibilities

Initiatives/Ideas

Areas of Concern