Record of Supervision and Action Plan

Private and Confidential

Supervision Record to placed in supervision folder

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| Supervisee / Post………………………………………………………………………………………………………. | | | | |
| Supervisor / Post……………………………………………………………………………………………………….. | | | | |
| Date / Time……………………………………………………………………………………………………………….. | | | | |
| Review of last supervision and actions  A . Performance Management   1. Work plan & priorities (current workload / new work) 2. Review of targets and individual/team objectives   3. Key achievements  4.To be completed by relevant staff (use record of Individual Case form)  5. Review of caseload to include equality and diversity needs  B. Learning and Improvement  1. Discussion of role and activities  2. Review of learning activities  3. Discussion of learning needs  C. Support  1. 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 absence  4. Health, Safety & Wellbeing  D. Mediation  1. Team roles and responsibilities  2. Consultation and briefings about organisational developments or information  3. 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 | |