**Personal Supervision Record**

This template is to be completed by the Supervisor and stored on the Supervisees file

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| **Supervisee:** | **Supervisor:** | | **Date:** |
| 1. **Agenda and Workload Review**   This section to be used by all staff for recording the following areas of discussion: outstanding non case-related actions from previous supervision minutes, involvement in specific projects or service development, group work, staffing issues, and what has gone well.  ***Discuss any of the following as necessary:*** service updates, research /policy/procedural/council priorities updates, service-user/carer/customer feedback, time management, annual leave, flexible working arrangements, sickness/absence, health and safety, vacancies/recruitment, dignity at work, equality and diversity, complaints & compliments, or any other business. | | | |
| **Agenda:**  Agree the order of items to be discussed | | **Non case related discussion and actions agreed today:** | |
| **Previous Actions-**  **Annual Leave-**  **Workload**-  **Team-**  **Training-**  **Career Progression-** | | | |
| 1. **Professional Development**   ***Discuss any of the following as necessary:***Constructive feedback on performance/ appraisal objectives, training – delivered, attended or planned, how is learning from training being implemented in practice? Are the cases held of sufficient complexity to provide challenge for personal development? Opportunities for wider learning (e.g., shadowing, internet research, reading) | | | |
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| **Supervisee Personal Reflections and Wellbeing - prompts include:**  How are you? How are you feeling in relation to stress, motivation & wellbeing? How are you in your role, in the team? How are you and me (health check on the supervisory relationship)?  Are there any issues/pressures that are impacting on your wellbeing at work? | | | |
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| **Actions** | | | |

I hope this accurately reflects our meeting. If there is anything in this record that you do not agree with or feel misrepresents what we discussed please let me know, otherwise please sign below to agree these notes or if they are sent electronically, confirm by receipt of email.

**Signed by Supervisee: Signed by Supervisor:**

**Date: Date:**

**Date and time of next supervision session:**