**TEMPLATE- Operational Manager’s Supervision**

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| **Name of Supervisee** |  |
| **Name of Supervisor** |  |
| **Date of Supervision** |  |

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| **Agenda** | | | | |
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| **Review of Notes and Update on Actions from Last Time**  Consider any outstanding actions- hat is the impact; what steps need to be taken ensure actions are completed? | | | | |
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| **Staff Welfare**   * Personal, external or organisational issues impacting on work * Health and Safety * Equality and Diversity Needs * Annual Leave, TOIL, sickness | | | | |
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| Actions agreed | | | By Whom | Timeframe |
|  | | |  |  |
| **Staffing** | | | | |
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| Actions agreed |  | | |  |
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| **Most Concerning Cases (Top Ten)** | | | | |
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| Actions agreed | |  | |  |
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| **Workload and Performance Management**   * Overall Workload * Casework (cross reference to case initials, Case Supervision Records) * Project Work * Performance issues | | | | |
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| Actions agreed | |  | |  |
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| **Service priorities/ Service Plan** | | | | |
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| Actions agreed |  | |  | |
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| **Personal Development**   * Appraisal * Training | | | | |
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| Actions agreed |  | |  | |
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| Date of Next Session |  |