**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 |
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| **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 |  |