**Personal and professional supervision - Managers**

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| **Name of Supervisor:** |  | |
| **Name of Supervisee:** |  | |
| **Date of Supervision:** |  | |
| **Agenda items** | | **Discussion (to include actions where appropriate)** |
| Personal discussion  (to include anything brought to the supervisor’s attention that may impact on supervisees work) | |  |
| Professional development  (Including reading, research, training, learning and development, career progression, audit, feedback from service users and other professionals and how all these examples can influence future practice). | |  |
| |  | | --- | | Knowledge and skills statement for leaders  <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/691540/Knowledge_and_skills_statement_for_practice_leaders.pdf>  **Consider progress/ development against the following:**  Lead and govern excellent practice  Creating a context for excellent practice  Designing a system to support effective practice  Developing excellent practitioners  Support effective decision making  Quality assurance and improvement | | |  |
| **DSP and Performance**  (Consider progress against DSP objectives, individual team performance, managing staff absence) | |  |
| **Need to Know and Escalations**  (high risk children/young people that need to be brought to the attention of senior managers) | |  |
| **Annual Leave/TOIL/sickness** | |  |
| **Team development/health and safety**  (lone working issues, resources to complete work, occupational health, etc) | |  |
| **Equality**  (Identifying possible discrimination in the workplace with regards to the protected characteristics. Concerns regarding lack of opportunities to progress) | |  |
| **Any other business** | |  |

**The personal and professional supervision notes will be emailed to the supervisee. When the notes are received by the supervisee there will be a period of 5 working days to respond to the contents. Otherwise it is assumed that it is accepted that this is a reflection of the supervision record.**