**Form B - Supervision Template**

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| --- | --- |
| **Name** |  |
| **Role Type (A/B/C)** | Choose an item. |
| **Name of Supervisor** |  |
| **Team & Business Area** |  |
| **Date / Time / Location** |  |

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| **Summary since last supervision** (may include: wellbeing and support, the highs and lows , what are you proud of, what’s worked / got in the way, CPD undertaken in the last month) |
|  |
| **Supervisory responsibilities (if applicable):** |
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| **People I am working with (if applicable)** |
| Number of people I am working with -  Number of people allocated in last month –  Number of people closed in last month – |

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| **Reflective discussion - Caseload / Workload / Projects**  *Where applicable highlight where your discussion evidences you are meeting the behaviours framework for your role type (see appendix below).* | **ACTIONS (who, date)** | **Link to behaviour**  **(DP&R, C&I, LS&O)** | **Acceptable/**  **Good/**  **Exemplary** |
|  |  | Choose an item. | Choose an item. |
|  |  | Choose an item. | Choose an item. |
|  |  | Choose an item. | Choose an item. |
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| **Feedback –***share and reflect upon feedback you have received in the last month* | |
| **To supervisor** |  |
| **From supervisor** |  |
| **From people I work with** *(could be people with lived experience, colleagues, stakeholders)* |  |

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| **Performance, learning and developmentaaa- SMART Objectives** (Max 5) | | | | | |
| **What** *(what do I want to achieve)* | **How** *(Actions you will take to meet the objective)* | **When** *(When do you want to achieve it by)* | **Link to behaviours**  **(DP&R, C&I, LS&O)** | **Progress**  *(Review progress in supervision)* | **Completed Date** |
|  |  |  | Choose an item. |  |  |
|  |  |  | Choose an item. |  |  |
|  |  |  | Choose an item. |  |  |
|  |  |  | Choose an item. |  |  |
|  |  |  | Choose an item. |  |  |

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| Sign & date |  |
| Supervisor sign & date |  |
| Date of next supervision |  |

**Appendix – At Our Best Behaviours**





