**Appendix 4- Personal Supervision Template**

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| **Personal Supervision** | |
| **Staff Member Name:** |  |
| **Line manager Name:** |  |
| **Date:** | |
| **Have the previous supervision notes been agreed and seen by the supervisee prior to today’s supervision? Yes  No** | |
| **What would you like to discuss within supervision today?** | |
| **Review actions & progress from previous supervision:** | |
| **Wellbeing and Identity (Including leave/flexi)** | |
|  | |
| **Reflective discussions around work responsibilities and quality** | |
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| **Learning & Development (CPD, training needs, career progression)** | |
|  | |
| **Organisational and Wider Service updates** | |
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| **ACTION PLAN – Please ensure these are Specific, Measurable, Achievable, Relevant and Time bound (SMART) and capture your discussions** | | |  |
| **Action** | **Who** | **When** | **Outcome** |
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| **Date of next supervision meeting:** |  |