**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**  |
|  |
|  **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:** |  |