Appendix 2: Personal supervision record

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| Staff member |  |
| Supervisor |  |
| Date of meeting |  |

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| **Agenda items:**  | **Action needed by supervisor or supervisee** | **Target Date** |
| **1.Personal discussion-** *[This should include enabling the worker to discuss the emotional impact of the work they carry out and support they may benefit from.]***2. Professional development discussion-** *[To include reading, research, training,, L & D, career progression, feedback from services users and other professionals and how all these examples can influence future practice. Also make links to PDR.]***3. Leave/TOIL/absences from work** *[record the TOIL accrued, compassionate leave etc]* **4. Staff and team discussion** – *[could include staff dynamics, staffing levels, team development, issues of resourcing they may impact on staff and practice]***5. Health & safety-** *[lone working issues, resources to complete work, occupational health etc]* **6. Equality** *[identifying possible discrimination in the workplace with regards to disability, gender, sexual orientation etc. Concerns regarding lack of opportunities to progress etc]* **7. Any other business** *[self explanatory]*  |  |  |

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| **Future Agenda Items:**      |
| **Date of Next Meeting:**  |
| Supervisee signature: | Supervisor signature:   |