**Proforma for recording Reflective and Professional Development Supervision**

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| **Date of supervision:** |  |
| **Supervisee:** |  |
| **Line Manager:** |  |

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| **Agenda** |
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| **Actions from the last supervision** |
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| **Professional Development**  What is my plan for career development?  Training completed since last supervision  CPD and ongoing development |
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| **Reflective Practice**  What has worked well?  What has not worked so well and what have I learnt?  How can I use this in my future practice? |
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| **Wellbeing**  How am I feeling?  Absence, leave and flexi |
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| **Performance**  How am I performing as a worker?  What is my recording like?  Constructive feedback about performance as an individual and as part of a team? |
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| **Signed supervisee** |  |
| **Signed supervisor** |  |
| **Date** |  |
| **Date of next supervision** |  |