**Appendix C – Personal Supervision Record**

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| **Personal Supervision Record****CONFIDENTIAL** |
| Name of Supervisee:  |  |
| Name of Supervisor:  |  |
| Date of supervision:  |  |

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| **AGENDA** |
| Actions completed from last supervision: |
| 1. **What’s working well? (health, safety, personal matters)**
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| **2. Tell me about something you have completed within your work in the last month that you are proud of?** |
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| **3. What are your worries? (work, health, safety, personal issues – that might be impacting on your work)** |
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| 1. **Equality and Diversity – an opportunity to discuss any matters for you personally or in your work**
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|  |
| **5. Management of work (include specific examples, workload management, priorities; how are you doing with this?)** |
|  |
| **6. Development Opportunities (include training and development needs and requests, feedback on performance, knowledge, competencies). What impact has this had on your work?** |
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| **7. Time Management, leave, toil, sickness and absence** |
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| **8. On a scale of 0-10, 10 being that everything to do with work is really good, and you feel happy and 0 is that you feel really unhappy about work, and how things are going that you really don’t want to be here, where would you be today?** |
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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **0** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** |
|  |  |  |  |  |  |  |  |  |  |  |

What would be different for you if you were to move up the scale one? |
| **9. ‘Next Steps’ and agreed actions:** |
|  |
| **Read, agreed and signed by:***(Any disagreements should be noted below with an action/timescale for follow up – this to be concluded prior to next supervision where possible)* |
| **Supervisee:** |  |
| **Supervisor:** |  |
| **Date of next supervision:**  |  |

**Once agreed and signed by both parties, this record must be held on the Staff Supervision File.**