**Appendix C – Personal Supervision Record**

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

|  |  |
| --- | --- |
| **AGENDA** | |
| Actions completed from last supervision: | |
| 1. **What’s working well? (health, safety, personal matters)** | |
|  | |
| **2. Tell me about something you have completed within your work in the last month that you are proud of?** | |
|  | |
| **3. What are your worries? (work, health, safety, personal issues – that might be impacting on your work)** | |
|  | |
| 1. **Equality and Diversity – an opportunity to discuss any matters for you personally or in your work** | |
|  | |
| **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?** | |
|  | |
| **7. Time Management, leave, toil, sickness and absence** | |
|  | |
| **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?** | |
| |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **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.**