

SUPERVISION RECORD (for electronic completion)

Name:	Date
AGENDA:	Supervision method: (Meeting, observation, group): Individual
<ol style="list-style-type: none"> 1. Update previous supervision 2. Evaluation of personal development / training 3. Performance issues 4. Service delivery issues 5. Safeguarding issues 6. Equality and diversity issues 7. Personal welfare and well-being at work (attendance management, health and safety, support for employees who are carers) 8. Finance issues 9. Data protection issues 10. 11. 12. 	Date of next supervision:
DISCUSSION NOTES	ACTION (Include support issues)

This record is confidential and its content should not be shared with any other person apart from the line manager's supervisor and senior officers.

Signed: _____
(Staff member)

Signed: _____
(Line manager)