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| **Employee:** | **Last Supervision:** |
| **Supervisor:** | **Today’s Supervision:** |
|  | **Next Supervision:** |

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| **Standing Agenda Items** |
| 1. **Personal** 2. Individual Performance, review of objectives and behaviours. 3. Developmental needs and progress – are all mandatory courses up to date? 4. Achievements 5. Management support required 6. Sickness, annual leave 7. Feedback 8. **Quality/Safeguarding** 9. Feedback from regional safeguards 10. Quality related issues 11. **Customers** 12. Customer Feedback (Pre Supervision Customer Calls) 13. How are you supporting customers 14. Any Concerns 15. Feedback such as Compliment and Complaints, and Quality Assurance 16. **Service** 17. Briefing staff about key issues e.g. team/service changes, policy or processes and understanding 18. Health and Safety matters arising 19. What is working well 20. What could be improved |

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| **No** | **Subject Discussed** | **Actions to be taken and who by** | **Due By** |
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| **Employee Signature** |  |
| **Supervisor Signature** |  |