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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** |  |