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| **Templates for Effective Supervision** |

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| Template 1 | Supervision Agreement |
| Template 2 | Health and wellbeing |
| Template 3 | Professional Development Plan |
| Template 4 | Record of Continuing Professional Development |
| Template 5 | Individual Improvement Plan |

**Template One**

# Supervision Agreement - **This Supervision Agreement is made between:**

|  |  |
| --- | --- |
| **Name of Employee:** | **Job Title:** |
| **Name of Line Manager:** | **Job Title:** |
| **Date of Agreement:** | |

The purpose of this supervision agreement is to provide clarity of the purpose.

**Aims of Supervision**

**Employee:** To have a safe relationship to reflect on challenging issues, positive outcomes, and situations only. It is important that priority is put on the support and supervision sessions. As your line manager I will arrange a private and confidential space for us to meet, ensuring that you have my undivided attention for your supervision.

**Recording of Sessions**

We agree follow the guidelines as laid down in the Supervision Policy document regarding confidentiality and standards for note and record keeping.

The line manager will take responsibility for recording supervision discussions on a minute template. A copy will be given to the employee to sign. The employee will take responsibility for photocopying this record to ensure she/he has a copy of the signed supervision notes/minutes for their record.

**Content of Supervision**

* **Day to day work**  - decision-making and reflection
* **Work load -** workload management
* **Career –** professionaldevelopment
* **Care –** health and wellbeing - Line management and organisational accountability

At the end of each session, we will agree any action points necessary; we will review the effectiveness of our sessions every 12 months.

**Statement of commitment**

**The line manager will endeavor to provide the following:**

* Consistency
* Regular support
* Availability
* Professional experience
* Sensitivity

**Statement of Responsibility**

* The line manager will maintain line management responsibility at all times.
* The employee will follow plans as agreed during supervision sessions and work to meet timescales set.
* Both line manager and employee will maintain a commitment to equal opportunities in relation to both service-users and staff.
* It is the responsibility of both the employee and line manager to recognise, respect and value people’s differences via promoting equality of opportunity.

**Confidentiality**

Minutes will be kept by both line manager and employee.

All records will be kept on the company’s approved record keeping system.

**Plan for providing feedback to one another and handling stumbling blocks and/or disagreements:**

We should strive for openness between us, and any difficulties that may arise within the supervision relationship should be discussed between us in the first instance. If this is simply not possible – for whatever reason – the person who is dissatisfied with the relationship should follow the guidelines as laid down in company’s grievance policy document.

**Our plans for handling disagreements/stumbling blocks are:**

* In the First Instance we will discuss concerns openly with each other during supervision with the view to finding a mutually agreed way forward.
* Arrange a following up meeting where necessary outside of supervision to review progress with each other.
* Refer to the company’s grievance policy as contained in the staffing hand book.

**We have read, understood, and agree with the content of the Supervision Policy and this Supervision Agreement.**

**Employees Signature:**

**Date:**

**Line Managers Signature:**

**Date:**

**Template Two**

## Welfare Supervision Discussion Record

This form is designed with formal and professional supervision in mind but can be adapted for use with other forms of supervision.

Employee:

Line manager:

Date:

|  |
| --- |
| **Health and Wellbeing**  Potential areas of discussion: Feelings and experiences (start of supervision and end of supervision); annual leave; TOIL; personal issues potentially impacting on work; appointments; sickness (triggers for); health and safety in job role. |
|  |
| **Learning and Development**  Potential areas of discussion: Annual Review (PDP) – objectives and targets, whether they have achieved or issues achieving the targets; training booked on, attended or want to attend; attendance at core training; continuing professional development; audits. |
|  |
| **Workload and Performance Management**  To discuss work load including project work / strategic plan / finances / collaborations with key stakeholders |
| **Previous Actions :** |
| **Reflective Practice**  Potential to discuss key projects that might need some discussion and mentoring. |
|  |
| **Review of Actions from previous support and supervision session** |
|  |
| **Actions from today’s support and supervision session** |

|  |  |  |  |
| --- | --- | --- | --- |
| What Needs to Happen: | | By Whom: | By When: |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
| *Add in more rows as required* | |  |  |
| **Date, Time and Venue of Next Supervision** | | | |
| Employees comments | Line managers comments | | |
|  |  | | |
| I agree this is a true record I agree this is a true record  Employee: Line manager:  *NB: Signatories required for hard copy only. Email confirmation confirms the e-record.* | | | |

**Template Three**

**Professional Development Plan**

*Outline your development needs including skills and knowledge required.*

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| --- | --- | --- | --- |
| **Skills and Knowledge Required** | **Developmental Activities** | **Comments –**  **Mid-year Review** | **Comments –**  **12 month Review** |
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**OPTIONAL – CAREER ASPIRATIONS**

*List any career aspirations you have. What training and development will assist you in achieving this career goal?*

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| --- | --- | --- | --- |
| **Career Goal** | **Developmental Activities** | **Progress –**  **Mid-year Review** | **Progress –**  **12 month Review** |
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**Template four**

**Record of Continuing Professional Development (CPD)**

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| **Date CPD activity completed** | **CPD Activity** | **Brief description of CPD learning** |
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**Template Five:**

**Individual Improvement Action Plan**

The following Action Plan should be completed if any of the professional capability targets are unmet within the probationary period or appraisal. This can also be used as a formal record and plan to address performance/skill or competency gaps in practice.

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| --- | --- | --- | --- | --- |
| In order to achieve the professional capability performance targets and competencies; the following actions and activities are required as set out below: | | | | |
| What is required? | | Links to performance target and competency:  (list the target no/ref. no from the job description) | When will you do this? | Date completed |
| Area of need:  Performance, skill and/or competency gap identified above | Development activity or action required to achieve this target/competency |
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