Staff Supervision Template

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| Date: |  | Previous Supervision date: |  |
| Staff member: |  | Number of sick days taken since previous Supervision |  |
| Line Manager: |  | Number of sick days taken over last 12 months |  |

* The order of key areas to be discussed can be changed as you require
* Key areas and guidance questions are a suggestion and shouldn’t be seen as mandatory.
* Some key areas may only need to be filled in if required in the supervision.
* It is acceptable to miss some key areas if it is agreed that it isn’t relevant to the role

The following is a record of discussions, actions, training and identifies any concerns and required next steps.

We confirm that the following areas were considered in supervision and where appropriate key issues/actions are set out below:

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| --- | --- | --- | --- |
| **Key Area** | **Suggested Questions** | **Discussion notes** | **Any required actions** |
| **Wellbeing** | How have you been feeling? |  |  |
| How are things generally? (Including both work and personal wellbeing) |  |  |
| Positive things that have happened at work? |  |  |
| Could I or METRO support you better in your wellbeing? |  |  |
| **Annual leave** | Number of annual leave days remaining? |  |  |
| Number of days taken to date? |  |  |
| Dates of any upcoming leave being taken (Recorded in You Manage) |  |  |
| **Teamwork and relationships** | How are relationships in the team? How is our relationship? |  |  |
| How do you feel the team is working? What is working well in the team? |  |  |
| What is working well operationally? Any strategic concerns? Any suggested improvements such as to improve communication? |  |  |
| Any suggested target for developing teamwork or support: For staff/manager |  |  |
| Could I or METRO support you better in your work? |  |  |
| **Wider METRO support requests** | Any issues such as: Annual leave, expenses claims, HR, finance, premises, health and safety? |  |  |
| Any specific additional client need or experiences? |  |  |
| **Updates and performance since previous supervision** | Discussion of performance since previous supervision from actions, targets, tasks agreed in previous supervision completed. |  |  |
| Any targets/tasks related concerns to raise or that aren’t completed? What are the barriers to completing these? |  |  |
| Any targets at risk or not likely to be met by the completion of the project? Any plans in place to achieve target deficits? |  |  |
| Any additional support request that would help to complete missed targets? From me, the team or METRO? |  |  |
| **Target setting** | Key actions to complete for next supervision or within agreed timescales. |  |  |
| Actions or targets agreed |  |  |
| Do any previous targets need to be updated to reflect any changes to projects or KPIs? |  |  |
| **Continued Professional Development** | Any learning and development that needs to be followed-up from last supervision or agreed in appraisal? |  |  |
| Any additional training or CPD requests that have arisen since last supervision? |  |  |
| Any CPD completed since last supervision, include such things as training, job shadowing, mentoring session etc. |  |  |
| Any key mandatory training that is required or needs renewal? E.g. Diversity and inclusion, safeguarding, GDPR and IG |  |  |
| Upcoming training opportunities to discuss or agreed to attend or carry out. |  |  |
| Any support requests or barriers to accessing CPD? |  |  |
| **Risk and Issues** | Is there anything you think should be entered on the domain Issues Log or Risk Register? E.g. Operational issue, performance, or reputational concerns? |  |  |
| **Safeguarding** | Any areas of concern about clients or service users since last supervision? Or best practice examples? |  |  |
| Any areas of concern about other staff or agencies in regard to client safeguarding? |  |  |
| **Any other business?** | Any further notes or comments not covered? |  |  |
| Anyone you’d like to thank? |  |  |

Date agreed for next supervision:

|  |  |  |  |
| --- | --- | --- | --- |
| Staff sign off |  | Date |  |
| Line Manager sign off |  | Date |  |
| **NOTE: Electronic sign off is acceptable**  Supervision expectations:   * METRO recommends staff receive regular supervision every 4 to 6 weeks. This doesn’t include clinical supervision, case review or catch-up meetings. * Supervision notes should be typed or scanned, then emailed to the staff member concerned within one week of the supervision date. * These notes should then be read, amended or agreed, signed and emailed back to the respective line manager within one week of being received. | | | |