**1-1 with Name: Date:**

**Supervision Record**

**C&F Division**

**Appendix 1**

| **Agenda Item** | **Discussion / Action** |
| --- | --- |
|  **Staff Welfare/ How are you?** check on howthe person is feeling; any burning issues that must be spoken about before the session starts in earnest; anything about health or home-life that is impacting upon work; any frustrations that need to be discussed to enable professional issues to be discussed |
| 1. |  |  |
| 2. |  |  |
| **Updates:** Confirm notes from last supervision session and check on progress made on actions agreed |
| 3.  |  |  |
| **Accountability Function:** Monitor workload and discuss issues and agree any adjustments needed; Consider a number of individual cases, including assessment, planning, intervention and review and to allow reflection on the effectiveness of the casework; identify cases discussed, make decisions about them and record them; Check that the individual is comfortable within the team. Occasionally review agreed objectives and priorities. (When supervising other managers: monitor the recording of supervision undertaken by the supervisee and ensure it meets departmental expectations; discuss team priorities, performance and pressures)  |
| 4. |  |  |
| 5. |  |  |
| **Reflexive Time:** |
| **Support and Challenge Function:** Discuss and note good/best practice;provide feedback on practice and performance; identify any actions for improvement; if necessary challenge assumptions, attitudes and behaviour – agree actions |
| 6. |  |  |
| 7. |  |  |
| **Professional Development Function:** Identify learning and development needs; arrange to meet them through the C&F training Programme; signpost to useful literature and research to support evidence informed practice |
| 9. |  |  |
| 10. |  |  |
| **Practical Matters:** When needed, discuss and agree working hours; leave arrangements; contractual matters; conditions of service |
| 11. |  |  |

**Notes agreed:**

**Date:**

**Sign (1):**

**Sign (2):**

**Date and time of next supervision session:**