

# Effective supervision



## Supervision recording template

Name of supervisee:

Name of supervisor:

Date:

### Actions from the previous meeting

What has been my biggest achievement since my last supervision?

How do I continue to display the values of the organisation in my everyday work?

**What challenges have I faced since my last supervision and how have I managed and overcome them?**

**Are there any challenges that remain? If so, what is needed to help me overcome them?**

**What learning and development have I done since my last supervision and how have I put this learning into practice? Include information about any future learning opportunities.**

**What do I want to achieve before my next supervision?**

**Feedback from supervisor:**

**Other areas of discussion:**

**Agreed actions:**

Signed: (supervisee)

Date:

Signed: (supervisor)

Date:

**Further information and advice about Effective supervision is available from**  
**[www.skillsforcare.org.uk/supervision](http://www.skillsforcare.org.uk/supervision)**