**Supervision Learning Plan <insert employee name & date>**

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| **Skill /****knowledge** | **Previous experience / training** | **Identified skills gaps** | **How will this be****achieved?** | **Action** | **How will this be****evaluated?** |
| *What skill or knowledge does the employee need to know to carry out their role effectively?*  | *What does the employee already know? How long ago was their previous experience or training? Is it still relevant? Have there been changes in legislation, procedure etc?* | *What is required in order to reach competence in that skill/knowledge?* | *Consider all learning opportunities available.* | *Who is responsible for arranging the training?**Dates for completing this.* | *How will you measure success, change or improvement?* |
| **Example**: Oral health – understand and support with daily mouth care (in line with [NICE Quick Guide](https://www.nice.org.uk/about/nice-communities/social-care/quick-guides/improving-oral-health-for-adults-in-care-homes) | None | Training and assessment in line with NICE guidance | Attend XYZ NHS Trust Oral Health course | Rachel Smith (Registered Manager)September 2019 | Completion of course and assessment. Follow up knowledge check in November during supervision. |
| **Example**: Leadership and management skills | Shadowing with RM and Deputy Manager | Formal training to develop knowledge and skills | Attend Lead to succeed programme | Tony Adebayo (Deputy Manager)January 2020 | Completion of programme in December. Undertake some staff supervisions with guidance from RM and Deputy manager.Claim money from the [Workforce Development Fund](http://www.skillsforcare.org.uk/wdf) towards the cost of this learning programme. |
| **Example**: Develop confidence when supporting people from the LGBT community | Some life experience but no formal training.  | Learning to be more confident. | Attend [Confident with Difference](https://www.skillsforcare.org.uk/diversity) sessions in the home | Tony AdebayoOctober 2019 | Completion of sessions and follow up with all staff during January 2020 supervisions. |
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