# Template: Agenda and outcome-focused supervision record

Name of staff member:

Date:

## Example agenda template

### Item

1. Welcome
2. Supervisee well-being check/discussion (including holiday and sickness)
3. Updates from previous supervision/progress with work
4. Good practice/reflective discussions
5. Personal outcomes (what’s working well, what are you worried about, finding solutions)
6. Learning and development opportunities
7. Agreeing actions
8. Any other business

Other standing agenda items could include:

* policies
* registration and post-registration training and learning (PRTL) (where applicable)
* Code of Professional Practice (where applicable)
* safeguarding.

## Supervisee well-being check/discussion

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## Updates from previous supervision/progress with work

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| **Targets** | **Work completed** | **Next steps** |
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| **Work with people, children and young people. Updates, progress and challenges** | **Actions agreed** |
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## Good practice/reflective discussion

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| What have you achieved and what’s worked well?  What are you proud of?  Any difficulties? What actions have you agreed to overcome them? |

## Your personal outcomes

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| --- | --- | --- |
| **What’s working well?** | **What are you worried about?** | **Next steps** |
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## Learning and development opportunities

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| **Date** | **Training completed** | **How have I applied this learning in practice?** |
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## Agreeing actions

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## 8. Any other matters discussed

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Signed (Supervisee)

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Signed (Supervisor)

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