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| --- | --- | --- | --- | --- | --- | --- |
| Date |  | Manager's name | |  | | |
| To do review | | | | | | |
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| Matters staff member wants to discuss | | | | | | |
|  | | | | | | |
| Work performance issues | | | | | | |
|  | | | | | | |
| Other | | | | | | |
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| **Areas of supervision** FOCUS: provide a space to develop knowledge, understanding and skills for exploring, self-reflection and critical analysis which enhance practice quality, outcomes and satisfaction. Have current Development Plan available for review and incorporation into relevant area. | | | | | | |
| 1. Development plan/other training   Skills, knowledge and perspectives related to development as a manager and as a leader. | | | | | | |
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| 1. Support (FOCUS: personal impact of workplace)   BUILD understanding of how and when their work is affecting them; how their personal reactions & emotional state impact on management & leadership practice; and strategies to deal with reactions and for self-care  PROVIDE: encouragement, validation, other support to work through personal-professional boundaries  IDENTIFY: when external personal assistance may be needed. | | | | | | |
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| 1. Accountability   FOCUS: standards for practice, inc. accountability for outcomes and accountability, responsibility and authority for: | | | | | | |
| being a leader  service delivery  contributing to organisation | | | compliance with policy,  compliance with SFAs and legislation  risk and reputation management | | | communication and decision-making  staff performance and conduct  staff participation and wellbeing |
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| Comments | | | | | | |
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| Staff to do | | | | | | |
|  | | | | | | |
| Supervisor to do | | | | | | |
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| Business for next meeting | | | | | Next meeting date |  |
|  | | | | | | |