|  |  |  |  |
| --- | --- | --- | --- |
| Date |  | Manager's name |  |
| To do review |
|  |
| Matters staff member wants to discuss |
|  |
| Work performance issues |
|  |
| Other |
|  |
| **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-carePROVIDE: encouragement, validation, other support to work through personal-professional boundariesIDENTIFY: 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 leaderservice deliverycontributing to organisation | compliance with policy, compliance with SFAs and legislationrisk and reputation management | communication and decision-makingstaff performance and conductstaff participation and wellbeing |
|  |
| Comments |
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| Staff to do |
|  |
| Supervisor to do |
|  |
| Business for next meeting | Next meeting date |  |
|  |