

# Supervision record

<b>Name:</b>	<b>Supervisor/Manager taking supervision:</b>	<b>Date:</b>
<b>Workload</b> (amount; time; duties etc)		
<b>Action to be taken:</b>	<b>When:</b>	<b>By who:</b>

**Concerns/team issues** (worker relationships; rota's; new ideas; areas of work etc)

**Action to be taken:**

**When:**

**By who:**

**Training/Development** (any areas for development – agree what will be put in place and when)

**Action to be taken:**

**When:**

**By who:**

**Any other areas for discussion:**

**Achievements since last supervision** (courses; qualifications; compliments/good feedback from others; problem-solving; successes etc)

**Date of next meeting:**

**Signed:**  
(Employee)

**Signed:**  
(Supervisor/Manager)