

Supervision Recording Template

How you approach your supervision will be up to you and your supervisor to determine. Nevertheless, it's important that your supervision remains focused and meets your individual learning and development needs.

If you choose to submit supervision as part of your CPD profile, it's also important that you keep an accurate record of this activity and are able to demonstrate how your supervision has contributed towards your professional development.

The template below provides some suggestions for how you might wish to structure your supervision sessions, in order to effectively demonstrate your learning and development. Your professional body may also have examples or templates that you may wish to consider.

Name of supervisee:	
Name of supervisor:	
Date of meeting:	

What's the aim or purpose of your supervision session?

Supervision can have multiple objectives, such as discussions of your caseload, assistance with particular tasks or challenges; wellbeing checks; workload planning; or debriefing discussions.

It's important that your supervision has a clear focus. You should try to keep the purpose of your supervision as targeted as possible by identifying clear actions and objectives at the beginning of each session.

If this is a follow up session, it could be helpful to review notes of your last meeting to discuss previous actions identified and any progress made against these.

What goals have you achieved since your last supervision?

When discussing your achievements, you may also consider how you have put this learning into practice and how this has contributed towards your professional development.

What challenges have you faced since your last supervision?

You may want to outline any challenges that you have faced since your last supervision, and what you have done to overcome these.

If any challenges remain, you could outline what's needed to help you overcome these going forward.

What future learning objectives have you identified and what do you hope to achieve before your next supervision?

*How will you achieve these objectives, and by when?
How will these contribute towards your professional development?
Will you need any additional support?*

Feedback from supervisor

Feedback should be clear and focused. It should also be evidence based, which means clearly outlining the reasons for any comments provided.

Identifying clear actions and objectives will help ensure feedback is constructive, but you should also use this section to reiterate/highlight any achievements and progress made.

What actions have been agreed?

Think about what you have learnt from this supervision session, and what will you do differently.

When will your next supervision session be?

Agree a date, time and venue for your next session.

Signed: (Supervisee)

Date:

Signed: (Supervisor)

Date: