Staff Supervision

Staff Member: 

Date: 

Mandatory Information:

Is your Blue Card Current? Yes / No 

What Training have you attended recently?

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<thead>
<tr>
<th>Mandatory Checks</th>
<th>Number</th>
<th>Expiry Date</th>
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<tr>
<td>Blue Card</td>
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<tr>
<td>Training</td>
<td>Details</td>
<td>Date</td>
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Notes: N/A 

Review of last supervision: Date: 

• 

Are there any issues outstanding from the previous supervision session? 

• 

What items you would like to discuss at this Supervision? 

• 

How are you handling your workload? Are you up to date with your routine activities? 

• 

What are your short term goals? (i.e. week, month) 

• 

•
Are there any additional supports or resources you require to manage these tasks?

•

Are there any areas of your role or your current identified tasks which you are not clear about?

•

Are there any workload or workplace items causing you concern at this time?

•

Do you have any plans already in place at this time to address this/these?

•

What can I as your supervisor do to assist you in reducing this/these issues?

•

Do you have any future training needs?

•

How could I be performing better in my role as your supervisor?

•

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Date of Next Supervision:
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<tr>
<th>Matters Discussed</th>
<th>Notes</th>
<th>Action</th>
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Staff Member's Signature: ________________________________  CEO's Signature: ________________________________