



Framework for supervision and support sessions

effective from November 2007

Introduction

This framework forms part of the supervision and support policy and should be read in conjunction with it. The framework is intended primarily as a checklist for the manager of the content of the supervision session. The content will logically follow the order in the framework. However the framework is not intended to be followed rigidly and managers may conduct supervision sessions in their own style provided the main topic areas are covered.

All supervision sessions should be conducted in the context of LDCVS values and equal opportunities and in the spirit of the LDCVS ethos.

Review

- Work carried out / completed / in progress
- Progress against objectives set at the last appraisal and against work plan and targets
- What went well and why?
- What could have been better / didn't work?
- What could be done to make this work better in the future?
- Were there external influences?

Feedback to member of staff

- Positive and constructive - what areas of work has the staff member achieved success in?
- What contributions do you particularly appreciate?
- Are there any areas of concern about performance and / or conduct?
- Are there any issues to raise about the staff member's relationship to the rest of the team?

Checking with the member of staff

- Are there any areas of difficulty or concerns?
- Are there workload issues?
- Do they need support / or to talk through issues?
- What can be done to support possible skills gaps? e.g. coaching? instruction (internal or external)? pairing with colleague?

Planning

- What are their short-term plans for the next six weeks to two months?
- What do they need to do achieve appraisal objectives?
- How will they achieve this (action planning)? Are these plans realistic? Are they dependant on anyone else in team?
- Are there any ideas they wish to talk through about future work?
- Agreeing new work



Learning and development

- Is there any area in which they feel they need coaching / or training (immediate problems) in order to fulfil their role?
- Review learning and development plan agreed at last appraisal and progress against it.

Equal opportunities

- Are there any issues relating to equal opportunities which you or the staff member has not raised elsewhere?
- Has the staff member experienced discrimination or harassment of any kind?

Other issues

- Are there any other issues you or the staff member would like to raise?
- Are there any issues outside work which are having an impact on work which they would like to discuss?
- Do you have any concerns about sickness absence or other absence (see Sickness Policy)?

Feedback to manager

- What feedback would they like to give to you?
- What do they feel about your performance as a manager? What are you doing well? What could be improved?
- Are there ways in which you should be supporting the work of the team?

Housekeeping

- How much leave do they have left?
- What is their toil balance? Do they need to make plans to reduce this?
- Any absences planned in the next six weeks to two months?