

Supervisory Support Template

Instructions for Use: Use this supervision support plan template to plan and document your supervision to your Peer/Consumer Worker, review progress against previous goals, and set additional short-term goals together. Supervisors can use all or part of this outline, including the questions for the peer, to guide their supervision discussions. The outline includes key topics for feedback and discussion. While it is unrealistic to discuss all of these in every supervision meeting, supervisors should include these topics in their supervision discussions on a regular basis. Supervisor and Peer Worker should use the discussion from Sections D1, D2, and D3 to generate any action items in Section E. Supervisor should share a copy of the action items (and/or the full template) at the end of the meeting.

Peer Name: _____ **Supervisor Name:** _____

Date: _____

A. Greetings

B. Review Agenda

Ask Peer:

1. What items you would like to discuss at this supervision?

C. Check in:

Ask Peer:

1. Are there any issues outstanding from the previous supervision session?

2. How are you handling your workload?

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

D. Feedback and Discussion

Possible Areas for Feedback and Discussion (choose 1-3)

Professional Demeanor

Code of Ethics/Professional Boundaries

Job Tasks

Self-Care/ Managing the Emotional Impact of the Work

Certification Progress

Professional goals and development

Work with colleagues

Adherence to Agency Policies

Other

1. Share strengths

State:

a. I've observed the following **strengths** (organize according to topics selected from above):

2. Discuss obstacles or challenges

Ask Peer:

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

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

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

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

3. Opportunities to grow

Share:

I see the following **areas for growth** (organize according to topics selected from above):

E. Create Action Items

Add action items in the chart below.

Action Items			
Matter Discussed	Notes	Action	Complete by

Date of next supervision meeting: _____