

# Supervision template

**This template will help you know what to talk about in supervision**

- You can fill in the 'To talk about' column and send it template to your manager before the meeting or fill it out together
- Your manager will fill out the 'Notes' column at the meeting
- Your manager will send the completed template back to you after the meeting so that you can do the tasks. They will also keep it in your file.

Who is meeting?

Date:

Topic	To talk about	Notes
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**Best thing that  
happened this week**



**Information**



**My tasks**



# Supervision template

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## My performance



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## Support I need



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## Things to learn



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## Next meeting



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## What we appreciate



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VALID adapted this from a [Helen Sanderson template](#). Use with your workplace policies and procedures.



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