

## Appendix 3 – Example Supervision Template

This example supervision template is available on the HCPC website here: [Supervision templates | \(hcpc-uk.org\)](https://www.hcpc-uk.org/supervision-templates)

<b>Name of supervisee:</b>	
<b>Name of supervisor:</b>	
<b>Date of meeting:</b>	

### 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.

[Type here]

**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.

<b>Signed: (Supervisee)</b>	
<b>Date:</b>	

<b>Signed: (Supervisor)</b>	
<b>Date:</b>	

[Type here]

