

Supervision Record

Record a supervision session so both people agree afterwards what was discussed and what was agreed.

A supervision session recorded properly: caseload or workload, wellbeing, development, and what was agreed.

BOTH PEOPLE SIGN IT

Written and signed by both people, because the point of supervision is that both sides agree what was said. Nothing here sets a frequency or a format — many sectors have their own requirements, and yours take precedence over this sheet.

Supervisee	Supervisor	Date	Session number
Period covered	Last session held on	Next session due	

WORKLOAD AND CASES

WELLBEING, SUPPORT AND DEVELOPMENT

AGREED ACTIONS

Action	Who	By when

Supervisee	Supervisor	Date