**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.

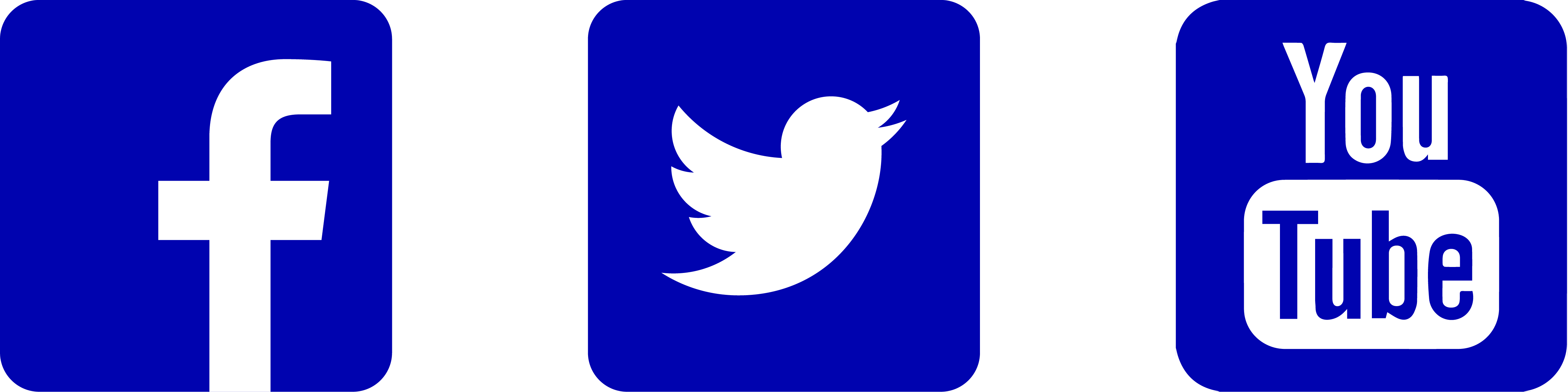
Who is meeting? Click or tap here to enter text.

Date: Click or tap to enter a date.

|  |  |  |
| --- | --- | --- |
| Topic | To talk about | Notes |
| Best thing that happened this week  Man with his thumbs up. | Click or tap here to enter text. | Click or tap here to enter text. |
| Information  Document with some lines and some boxes. One box is ticked. | Click or tap here to enter text. | Click or tap here to enter text. |
| My tasks  Overhead view of a man writing on a piece of paper | Click or tap here to enter text. | Click or tap here to enter text. |
| My performance  Woman with her thumbs up and a tick on a green sticker. | Click or tap here to enter text. | Click or tap here to enter text. |
| Support I need  Two women looking at a folder together. | Click or tap here to enter text. | Click or tap here to enter text. |
| Things to learn  A person carrying a bunch of books. | Click or tap here to enter text. | Click or tap here to enter text. |
| Next meeting  Calendar and clock with a question mark. | Click or tap to enter a date. | Click or tap here to enter text. |
| What we appreciate  A group of three people sitting at a table with their thumbs up. | Click or tap here to enter text. | Click or tap here to enter text. |

VALID developed this based on a Helen Sanderson template. Use with your workplace policies and procedures.

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