Support and Supervision Record Sheet Sample

Name of Supervisor: ____________________________________________________________

Name of Employee: ____________________________________________________________

Date: _______________________________________________________________________

1). Possible areas for consideration: children, parents, curriculum, team, or other:

<table>
<thead>
<tr>
<th>WHATS GOING WELL</th>
<th>CURRENT CONCERNS/ ISSUES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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2). Any actions agreed to be taken:

By Supervisor: By Supervisee:

3). Any training needs or additional support identified:

4). Any topics/issues to be fed back to other staff:

5). Any follow-up areas for discussion at next supervision meeting:

Signed by
Line Manager: ____________________________ Employee: ____________________________

Please note this is a guide to a policy and procedure. It is not meant to be directly copied and it is highly recommended that all members develop documents specific to their service and needs. This is not an exhaustive list and there may be other essentials required.

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