

**TEMPLATE SUPERVISION RECORD SHEET**

<b>INDIVIDUALS PRESENT</b>
<b>SUPERVISOR</b>
<b><u>PRINT NAME:</u></b>
<b><u>SIGNATURE:</u></b>
<b>SUPERVISEE</b>
<b><u>PRINT NAME</u></b>
<b><u>SIGNATURE</u></b>
<b>REVIEW OF ACTION POINTS FROM PREVIOUS SESSION</b>
<b>ISSUES/ TOPICS FOR DISCUSSION</b>
<b>KEY POINTS FROM DISCUSSION</b>

## TEMPLATE SUPERVISION RECORD SHEET

AGREED ACTION PLAN FOR SUPERVISEE			
ACTIONS	TIMESCALE		
AGREED ACTION PLAN FOR SUPERVISOR (IF APPLICABLE)			
ACTIONS	TIMESCALE		
<b>If a significant issue requires onward reporting, record below outline of issues to be raised in onward report, to whom and when it will be reported.</b>			
ISSUE	REPORT TO	TIMESCALE	
ISSUES OF DISAGREEMENT			
DATE AND TIME OF NEXT SESSION			
DATE		TIME	
SESSION EVALUATION			