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| **Individual Supervision Record** |

**Definition**: Individual supervision meetings are regularly scheduled one-on-one sessions between the supervisor and volunteer that address the accountability/administrative, educational/professional development, and supportive functions of supervision.

**Purpose of the Tool:** The Individual Supervision Record should be used by a supervisor during a supervision session. The tool assists the supervisor to facilitate a constructive dialogue with the volunteer about the functions of supervision. It provides space for the supervisor to take notes and agreed upon action steps.

**Frequency/Duration:** Should be held for approximately one hour and routinely scheduled once a month or according to the needs of the volunteer.

**Guidance:** Supervisors and volunteers are both responsible for preparing information to share based on their activities, as well as any pre-determined topics (as discussed in a previous meeting and/or as decided within a capacity building plan). This can include questions from the volunteer and feedback or guidance from the supervisor. Supervisors should create an environment of openness where volunteers are encouraged to reflect honestly.

Individual supervision meetings should be held in a private location to ensure confidentiality. Identifying information about children can be discussed openly with the supervisor in this space, for appropriate guidance and support to be offered.

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| **Date** |  |
| **Volunteer** |  |
| **Supervisor** |  |

**Individual Supervision Record**

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| **Agenda** | **Sample discussion questions** | **Notes from discussion** |
| **Opening and check-in:**   * Review action points from the previous meeting and any challenges faced * Set and agree upon agenda | * *How was the week/period for the volunteer? Are there issues that s/he would like to add to the agenda?* * *What are the volunteer’s priorities within the hour?* |  |
| **Administrative:**   * Review of current workload * Other logistics, human resource, operations points for discussion. | * *What are some particular challenges the volunteer is facing and on which, would like some feedback or guidance, or action?* * *What are some accomplishments to be celebrated?* |  |
| **Development:**   * Attitudes * Knowledge * Communication Skills | * *Application of knowledge/ skills from training or coaching in your daily work?* * *Are there any skills or information that the volunteer would like to work on?* |  |
| **Supportive:**   * Check in with volunteer * Explore possible self-care strategies or support needed | * *How is the volunteer feeling in his/her work?* * *Are there any triggers/red flags that may be an indication of needing extra support or of potential burnout?* * *Any impact on self or personal life related to volunteering?* |  |
| **Closing and action points:**   * Agree on the main action steps to be taken following the meeting and the time frame for accomplishing these tasks. | * *What are the volunteer’s main priorities for improving practice and outcomes for children?* * *What are the supervisor's main priorities for the volunteer to improve practice and outcomes for child*ren? |  |
| **Actions to be taken:** | Supervisor: | Volunteer: |