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| ***Please note:*** *This document is to be completed by the Professional Supervisor with a copy to be provided to the supervisee.* ***While the use of this document is not a requirement, FCVic encourages its use in one on one professional supervision sessions.*** *A minimum of 50% your total annual supervision requirement needs to be made up by one on one supervision sessions with a professional supervisor accredited by FCVic.*  |

**Supervisee Name: Professional Supervisor:**

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| **CORE DISCUSSION ITEMS** | **ISSUES DISCUSSED** | **AGREED ACTIONS / RESPONSIBILITIES / TIMELINE** |
| 1. **Support**

 (Tick items discussed)* Well being
* Work relationships
	+ Within program
	+ Within site
	+ Organisational
* Personal Issues affecting work practices
* Communication
 |  |   |
| 1. **Case work**

 (Tick items discussed)* Workload balance
* Case Discussions
* Case work complexities identified
* Role clarifications
* Interventions
* Identification of systemic issues
* Challenges
 |  |  |

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| **ITEMS FOR DISCUSSION** | **COMMENTS** |
| 1. **Professional Development**

 (Tick items discussed)* Sector changes
* Professional development opportunities
 |  |
| 1. **Other**

 (Any other items for discussion)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Additional notes**

**Signature: Date:**