**Operational Supervision Template**

**Name of Supervisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Supervisee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date/time of Supervision\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervision Checklist**

|  |  |  |
| --- | --- | --- |
| **Administration** | Addressed administration matters relating to the Coordinator role |  |
| **Development** | Addressed professional development and training gaps and opportunities relating to the Coordinator role |  |
| **Operations** | Reviewed performance against operational goals and plans |  |
| **Risk Management** | Addressed risks related to people, facilities and the organisation |  |
| **Actions** | Reviewed items carried over on the Actions Table |  |

**Actions Table**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Who** | **What** | **Why** | **When** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Supervisee Signature Date**

**Supervisor Signature Date**

**ADMINISTRATION**

**PROMPTS**

Discuss Coordinator’s demonstration of Vision, Mission & Values – both to provide an example

Discuss HR matters including recruitment, staff and volunteers, annual leave, payroll, WH&S issues etc.

|  |
| --- |
| **NOTES** |

**DEVELOPMENT**

**PROMPTS**

Discuss Coordinator’s professional development plan including reviewing training needs and gaps and upcoming opportunities and actions required.

|  |  |  |
| --- | --- | --- |
| **Gaps** | **Opportunities** | **Actions** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **NOTES** |

**OPERATIONS**

**PROMPTS**

Using the relevant documents, review compliance and progress against:

* Coordinator Annual Plan
* Strategic Plan
* Budget and finances
* Marketing, Capital or other plans

This is also an opportunity to discuss work priorities, for the upcoming month.

|  |
| --- |
| **NOTES** |

**RISK MANAGEMENT**

**PROMPTS**

Coordinator to bring new risks (immediate or potential) to record in the register below to discuss management and mitigations and to add to the Risk Register if required.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **People**  **Facilities**  **Organisation** | **Summary of Risk** | **Immediate or potential?** | **Actions Taken** | **Actions Required** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Does the Risk Register require updating? Yes No**