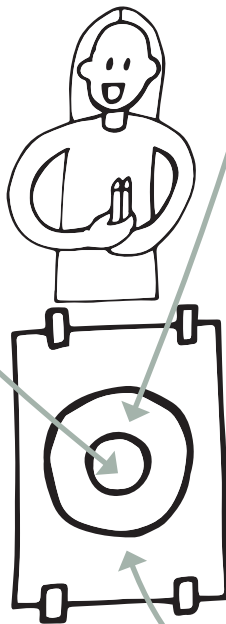




DOUGHNUT FOR PROVIDING SUPERVISION - GOOD

Core Responsibilities

- To ensure you both understand the purpose of your supervision.
- To agree the ground rules together including confidentiality.
- To ensure that supervision happens -that you have quality time to sit down together and you are both clear about what is meant by quality time.
- To ensure that if supervision has to be cancelled that the new date is agreed at that time.
- To co-create the agenda together and prioritise what needs to be discussed.
- To deal honestly with issues that need to be dealt with. To give feedback that is honest, helpful, specific and includes recent examples.
- To relate feedback to behaviour that can be changed and that is descriptive and non-judgemental.
- To remember the balance between what is positive and those things that need more work.
- To offer ideas about alternative ways of working when appropriate.
- To produce a record of actions and decisions that are agreed by both.



Creativity and Judgement

- Where to hold the meeting to ensure maximum privacy and productive thinking.
- Whether some items for the agenda can be set prior to the meeting giving each person time to consider their own perspectives.
- How to record the purpose and ground rules of supervision together.
- How to record the supervision and agree on future actions.
- How you find out what works for that person when receiving feedback.
- When and how to seek advice and guidance if an issue can't be resolved.

Not our responsibility

- To know how to solve every problem or have all of the answers.