**Resource sheet 4iv: Sample supervision framework and checklist**

This framework is designed to be used alongside the [sample volunteer supervision form](https://drive.google.com/open?id=0BxM5UHfVB7YWSlo0Y0VrRVU0U1k)1. You can use it as a prompt sheet to make sure you get the information you need.

# Section 1

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| Review of last supervision session |
| * Work carried out / completed / in progress * Progress against actions agreed or targets set at the last appraisal or supervision session against work plan and targets * What went well and why? * What could have been better / didn’t work? * What could be done to make this work better in the future? * Were there external influences? |

# Section 2

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| Line Manager feedback: what has gone well since the last supervision |
| * Positive and constructive - in what areas of work has the volunteer achieved success? * What contributions do you particularly appreciate? * Are there any areas of concern about performance and / or conduct? * Are there any issues to raise about the volunteer’s relationship to the rest of the team? |

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1 https://drive.google.com/open?id=0BxM5UHfVB7YWSlo0Y0VrRVU0U1k

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| What have been the challenges/difficulties since the last supervision? |
| * Are there any areas of difficulty or concerns? * Are there workload issues? * Do they need support / or to talk through issues? |
| What might the volunteer do differently to overcome these? (joint input) |
| * Encourage the volunteer to contribute ideas * Log agreed actions |
| What might the organisation do differently to support the vol? (joint input) |
| * Encourage the volunteer to contribute ideas * Log agreed actions |

# Section 3

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| Planning |
| * What are their short-term plans for the next six weeks to two months? * How will they achieve this? Are they dependent on anyone else in team? * Are there any ideas they wish to talk through about future work? * Agree new work * Log agreed actions |
| Learning and development |
| * Is there any area in which the volunteer feels they need coaching or training in order to fulfil the current tasks in their role? * What can be done to support possible skills gaps? e.g. coaching / buddying / training * Log agreed actions |
| Equality and diversity |
| * Are there any issues relating to equality and diversity that you or the volunteer have not raised elsewhere? * Has the volunteer experienced discrimination or harassment of any kind? * Log agreed actions |
| Housekeeping |
| * Does the volunteer have any absences planned over the next two months? * Any organisation events, bank holidays or other organizational activities that the volunteer needs to be made aware of? * Log agreed actions |
| Are there any ideas or questions (not previously raised by the volunteer) about their role or the organisation as a whole? |
| * Log comments and any agreed actions |
| Any other issues? |
| * Are there any other issues you or the volunteer would like to raise? * Are there any issues in their life which are having an impact on their volunteering activities and which they would like to discuss? * Do you have any concerns about sickness absence or other absence? |

Warwickshire & Solihull Community and Voluntary Action

CAVA supports volunteer-involving organisations and groups across Warwickshire and Solihull in developing and maintaining good practice in their relationships with volunteers. We offer up-to-date information, advice and guidance on a range of topics including:

* Setting up a volunteer programme
* Developing volunteer roles
* Volunteer recruitment
* Volunteer retention
* Legal and insurance information
* Inclusive volunteering
* Addressing challenges with volunteers.

CAVA’s Resource Library

CAVA’s resource library contains a wide range of up-to-date, free resources for Warwickshire and Solihull’s community and voluntary organisations in the following topic areas:

* Groups & organisations
* Volunteering
* Safeguarding.

Visit [www.wcava.org.uk/resource-library](http://www.wcava.org.uk/resource-library) to view.

For more support and guidance

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| For more support and guidance on any aspect of volunteer management, contact your local CAVA Volunteering Coordinator: | |
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DISCLAIMER

Although every effort has been made to verify the accuracy of materials in CAVA's resource

library, users are advised to check independently on matters of specific interest.