

## 9.7 Appendix G: Peer Supervision Meeting Notes

### Peer Supervision Meeting Notes

*Peer supervision should be conducted every second week. On the alternate week a group meeting shall take place.*

Peers Name:

Date:

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#### *1.0 Set agenda*

*In advance of the meeting, the Supervisor lists any Follow Up Items and Supervisor's Items within their corresponding sections. At the start of the meeting, the Supervisor asks the peer what items they would like to discuss and writes them into the Employee's Items section. If time is limited, items can be deferred to a later date as appropriate.*

#### *General Check In*

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#### *2.0 Follow Up Items*

*In this segment, updates on the status of items from the previous session are raised by the peer or the supervisor. List items, updates and any further actions required with any applicable deadlines.*

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#### *3.0 Peer Items*

*In this section, the issues that the employee wishes to raise are identified and discussed. List items, key details and any decisions reached or actions required with any applicable deadlines.*

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#### *4.0 Supervisor's Items*

*In this section, the issues that the supervisor wishes to raise are identified and discussed. List items, key details and any decisions reached or actions required with any applicable deadlines.*

*Goals:*

*Long term:*

*Short term:*

What can I assist with/ what do you need from me?

Further Training/ Info:

Next Meeting Date (Month/Day/Year): \_\_\_\_\_ Time: \_\_\_\_\_ AM/PM

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Additional Comments: