Tripod: Peer Supervision

Updated: 27th November 2023

Time: up to 90 mins

Frequency: every 1-3 months, depending on needs of supervisee

Before the meeting:

- Both look at the previous peer supervision notes, as well as most recent peer reflection to see if there are any suggestions or actions from the last meeting, and cross through any actions that have been done.
- Supervisor checks in whether **feedback** is welcomed by the person supervised. If so, they ask feedback from the collective on Slack at least a week in advance. Feedback can be shared in written form with the supervisee before the meeting if requested.
- Consider past or upcoming peer reflection and if useful, refer to job description and co-director responsibilities

Template I

Check-in

1. Has anything changed or resolved since the last meeting?
2. How is work at the moment?
3. Is there anything you'd like to be doing that you aren't?
4. How do your current work plan and priorities fit into your longer-term goals?
5. What could change over the following month(s) to make things better?

Sum-up actions and check out

Template II

Check in

- How are you today?
- Anything you need from the meeting today, in terms of the agenda and access?

Previous actions

** Action points from last time** -check in on anything outstanding.

Discussion

Accountability

(After collective workplanning share with your peer supervisor your personal workplan for the period. Suggested template below..)

Preparatory tasks - Supervisee review personal workplan for the period and update status.

Focus of discussion during this part of the meeting should be on tasks you struggle to complete, discuss why this is so and identify support you need and further actions to take. You don't have to go through each task you struggled with but identify the ones you need support the most.

Tasks/Responsibilities you struggle with (max 5)	Remarks/Support needed

Discussions above should be further fleshed out in the following sections

Workload

How manageable is your work? How is your motivation and energy for getting work done? Do you feel like you are spending the right amount of time on your tasks?

Relationships

How are your relationships in your work? Are you getting the support you need? Are you supporting others? How connected to the Tripod team do you feel?

Learning goals

Are you meeting your personal learning goals? Are there any new goals you have? Are you accessing the training & support you need?

Here we check in on to the staff member's learning & development plan, which is started in the first peer supervision session and kept up-to-date during peer supervision and peer reflection.

Challenges

Are there any problems you're facing in your work currently? Are there any obstacles to you doing the work you want to do?

Feedback

Have you had feedback from anyone that suggests that your work should change?

This is also a chance for the supervisor to share any feedback they may have received from other staff members in advance.

Access

Is there anything that could make being part of the collective and fulfilling your responsibilities more accessible to you? (This could include particular equipment, a change to one of our systems or processes, something that other team members can support you with...). Is there anything you need to communicate with the rest of the collective in terms of access? What steps do we need to take to improve access?

Timesheet

Check in on holidays, TOIL, sick leave (see below), and make a plan for taking TOIL or holidays if needed.

Next session

Is the next session in the diary?

Action points

- ☐
- ☐

Items to feed into collective meeting agenda

Check out

After the meeting

- Supervisor tidies up the minutes of the meeting and shares them with supervisee to check over;
- Supervisor shares action points with supervisee on Slack/email, and adds any items coming out of the session to the next operations or programme meeting, and updates on slack anything relevant to the whole team
- Relationships and conflict: refer to conflict system as appropriate: next team dynamics and informal feedback

Summary of holidays, sickness and TOIL

Total number of entitled holiday leave in a year = 6.6 weeks X number of working days in a week- check the current timesheet for up to date calculations & to book leave in the calendar