

What is Supervision?

- Supervision is the name for the regular, planned and recorded sessions between you and your line manager.
- Supervision enables managers to monitor and support their employees' performance and to promote their professional development.
- Supervision usually takes place in a one to one meeting but may also be provided in a group or observational setting.
- Supervision must be provided to ALL employees.

Where do supervision and EPDRs fit in?



What is an EPDR?

The Employee Performance and Development Review (EPDR) involves:

- An annual meeting with your line manager to identify your work objectives for the next 12 months, linked to the departmental objectives set out in the business plan.
- Identifying and recording your learning and development needs in relation to those objectives – and sharing this information with the Learning and Development Team to enable planning of departmental training.
- A six monthly meeting to review progress against your objectives.
- An end of year Performance, Learning and Development Review.

People who have not experienced supervision before will be less sure about what to expect. Supervision is NOT about trying to catch you out – it is about helping you to do your job successfully.

Why have Supervision?

Because your supervision is an essential way to ensure that:

- You are able to undertake the work objectives required by your role, as set in your EPDR and linked to your team's business action plan.
- You receive the maximum support to enable you to undertake these objectives, including advice, direction and feedback on your performance
- Your professional development is regularly reviewed

All of the above ensures that:

- Our services to the public are of a high quality.
- We are committed to valuing and developing all our employees.

The department has a supervision policy (revised in 2005) which sets standards for how managers and employees should undertake supervision. All new employees should receive a copy of this leaflet within two weeks of starting their employment with the department.

What should I expect from supervision?

- You should expect to receive supervision on a regular basis. Standards on frequency have been set and are available in the revised policy.
- You should expect to discuss the standing agenda items in your supervision session.
- You should expect to receive a copy of your supervision notes.
- You should expect your supervision records to be confidential and only to be shared with your manager's own line manager and senior managers if required.
- You should expect to receive supervision according to the departmental policy.

In return you are expected to:

- be prepared for and contribute to planning the agenda
- actively engage with supervision and the EPDR process
- accept responsibility for your own professional development

What should I do if I am dissatisfied?

All the department's managers receive training in supervision skills. However, if you are unhappy about any aspect of your supervision you should first raise this with your manager.

Where the issue concerns your manager or you are unable to take it up with them directly, it may be necessary to discuss it with their line manager.

Your line manager should ensure that you have access to copies of the Department's Harassment, Grievance and Equal Opportunities policies.

Information

If you would like further information on the department's supervision policy ask your manager for details or contact the Organisational Development and Performance Management Team on (0115) 977 3927.

Supervision skills training is provided by the department for all supervisors. If you would like details of courses please consult the Learning and Development System (LDS) or contact the Learning and Development Team on (0115) 945 2764.

This leaflet and the supervision policy are also available on the departmental intranet:

ssdonline.nottsc.gov.uk

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Making a difference
to people's

People Development Charter

Our most valuable resource is the staff who work for us, without whom we could not provide top quality services

We are committed to developing all our staff.



ALL managers will:

- ✓ be actively committed to the development of staff
- ✓ build a culture that encourages and supports learning
- ✓ lead by example in developing people
- ✓ recognise and respect the valuable contribution of individuals

YOUR line manager will:

- ✓ actively encourage your personal and professional development
- ✓ provide you with regular feedback on your performance
- ✓ help you to continuously improve your skills and knowledge
- ✓ ensure that your learning is linked to the objectives of the organisation

YOU should:

- ✓ take responsibility for your own learning and development
- ✓ apply new skills and knowledge in the workplace
- ✓ take responsibility for your own performance
- ✓ encourage and support colleagues in their learning and development

a guide for
Social Services staff

difference

Making a

to people's lives