

PA supervision meeting notes

What is a supervision meeting?

Supervision meetings are regular one-to-one meetings between the employer and the employee which give both parties a chance to review how things are going. They are a way of defining the aims of both parties and allowing them to work toward agreed goals in agreed ways.

Supervision meetings should ideally be held every 4 - 6 weeks. They are an opportunity for both parties to discuss in confidence in a one-to-one situation the work the PA is undertaking and any issues arising from this. The employer should give the PA feedback on how they feel their work is going and any areas for improvement and the PA should have an opportunity to raise any issues or concerns they have about their work.

Supervision:

- should focus on performance of tasks
- should be an opportunity for your PA to say how the job is going
- gives you an opportunity to say well done and thank you to your PA if they are doing well
- should be useful to both the employer and the PA
- can be done informally over a cup of coffee
- can be more structured following a format if there are specific issues to discuss
- should take place regularly and actions and notes should be written down

Preparing for supervision

Before you and your PA meet for a supervision meeting you should both prepare by thinking about the following key things:

- Reliability inc. attendance and time keeping
- Attitude and approach to work
- Initiative and ability to work independently
- Relationship with colleagues
- Confidentiality / integrity
- Efficiency and quality of work
- Ability to be remain calm under pressure
- Ability to follow instructions and take direction
- Knowledge of the tasks required.

You may wish to make notes to bring with you to the meeting.

Employer name:	
PA name:	
Date of supervision meeting:	

It is useful to discuss the following issues in a supervision meeting:

1. Key issues relating to the employee's work

- Are there any specific issues relating to the job that either party would like to discuss?
- Does either party feel that the job role has changed since the last supervision meetings and if so in what way?

2. What is working well?

- What is going well i.e., working methods, speed of work etc?
- Is the work being carried out as required?
- Are all tasks outlined in the job description being completed?
- What are the employee's key strengths and skills?
- Which part of the job does the PA most enjoy and why?

3. What is not working well?

- Is there anything that is unclear about the job, role or tasks?
- Are there any tasks that are not being completed on time and to the right standard?
- Which parts of the job does the PA not enjoy and why? Are there any ways to improve this situation?

4. Is any further training or additional support required?

- Does the PA feel they need any additional support/ supervision in any aspect of the job?
- Does the employer/ PA feel that they need any further training on specific areas?

5. Workload

- Is there too much work or too little?

6. Time management and planned/unplanned absence

- Are there any issues relating to punctuality or absence levels?
- Does the employee have any future leave planned which need to let you know about?

7. Agreed targets and action points

- Outline any agreed areas for improvement and the timescales for this

I agree that the above notes are an accurate reflection of the supervision meeting held on [insert date here]

Employer signature:

PA signature:

Date of next supervision meeting: