

SUPERVISION AND ONE-TO-ONES



Supervision is a process that involves meeting regularly with your Personal Assistants (PAs) to review their work and provide support.



Arrange supervision in a way that works for you and your PA, such as an informal chat at the end of a shift (in paid time).



Arrange a more formal meeting if you have any issues or concerns that need to be raised.



Supervision meetings should be held every 4-6 weeks.



Take notes of anything discussed, especially where problems have been identified. These notes should be kept, and a copy given to the PA.



Supervision notes are useful to refer back to and can be used as evidence if disciplinary procedures are ever needed.



Let your PA know if you are happy with their work and that they are performing well, so that they can feel valued.



Search '**PA supervision template**' on the PA Pages advice hub for our useful template.

