**Professional Discussion Form**

This form is to be used when a professional discussion is needed for an individual or group of team members. Once a record has been made, a copy will be filed in each relevant individual’s file and **will** be referred to in their next Supervision. It has been designed to support staff in *addressing issues as they arise*, so that professional development can be recorded and specifics can be clarified.

It will be used for the following:

* A record of discussion with an individual or group of team members
* A record of an incident to be brought up in the next Supervision for the appropriate team members.

A copy of this form should be given to those team members that may require the information for preparing for their next Supervision.

Names of the team members that the discussion is about:

|  |  |
| --- | --- |
| Name | Job Role |
|  |  |
|  |  |
|  |  |
|  |  |

Witnesses (if any):

|  |  |
| --- | --- |
| Name | Job Role |
|  |  |
|  |  |
|  |  |
|  |  |

Date and details of the Incident

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Details of the Discussion

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Action to be taken

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| --- |
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|  |  |  |
| --- | --- | --- |
| Team Member’s name | Signature | Date |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Line Manager’s name | Signature | Date |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Director’s name | Signature | Date |
|  |  |  |