

# 1-1 Staff Supervision Agenda Template

**Meeting Date: MM/DD/YY**

**Follow-Up from Previous Meeting:** Checking in on any pending items from the previous week:

## **Supervisee Contributed Items:**

### **UPDATES & REFLECTION**

**Scheduling Updates:** (e.g., upcoming out of office or schedule changes)

**Workload Check-In:** On a scale of 1–10, how manageable is your workload right now?  
(0 = not at all manageable / needing support; 10 = very manageable / no concerns)

**Support or Guidance Needed:** What assistance, clarification, or resources would be helpful this week?

## **CASE & WORKLOAD OVERVIEW**

Please include student ID numbers, if applicable

**Blocked or Urgent:** Items that are critical, behind schedule, off track, or need decisions to move forward:

**Monitor or FYI:** Items that are being managed but may need attention soon, or updates to share:

**Progress & Wins: What is going well? Recent successes, resolved items, or completed tasks:**

**Workload:**

	Count or Important dates	Any notes/comments
Items Needing More Info from faculty		
Items Needing More Info from staff or campus partner		
Items Needing Supervisor Involvement		
Other		

**Quality Assurance or Out of Touch: Share your progress; has this been completed for this month?**

**Other Topics or Reflections:**

**Any additional questions, feedback, or discussion items for today's meeting:**

**Supervisor Contributed Items:**

**Supervisor Feedback / Reflections:**

**Discussion Items or Updates from Supervisor:**

**Quality Management Review: Share, review, and discuss most recent results and/or time-sensitive feedback; anticipated date of next QM review:**

**Action Items / Mini Goals for the Week: What needs to be accomplished by either supervisee or supervisor and when:**

**Summary/ Notes Section (Optional):**

**Key takeaways, commitments, or post-meeting notes**