

Record of Personal Assistant supervision meeting – form

Personal Assistant name:	Date:
Employer name:	

Progress with work since last supervision meeting

Tasks / Job roles	Work completed	Next steps

Achievements since last supervision meeting

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Difficulties or problems since last meeting. Agreed actions to overcome them.

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Progress with learning plans and any other matters agreed at annual review

Specific activities	How has this helped the Personal Assistant carry out tasks?	Has this been of benefit to the individual being supported?

Any other matters discussed

Signed (Personal Assistant).....

Signed (Employer)

Annual Review - suggested topics

Summarise achievements or difficulties over the year and how they have been addressed

Agreed changes and ways of working for the future

Further learning or training required