# **Sample Supervision Agenda**

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| **Discussions:** | **Notes/Action Needed:** |
| **Project Updates:**  * Afterschool program enrollment status * Recruitment status * Review monthly reports |  |
| **Performance:**  * Progress on annual plan * Professional development activities * Feedback regarding last week’s team meeting |  |
| **Coaching/Problem Solving:**  * What’s working well? * What’s challenging, barriers for you? * How is your work-life balance? * What do you need more of/less of from me? |  |