# **Sample Supervision Agenda**

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| **Discussions:** | **Notes/Action Needed:** |
| **Project Updates:*** Afterschool program enrollment status
* Recruitment status
* Review monthly reports
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| **Performance:*** Progress on annual plan
* Professional development activities
* Feedback regarding last week’s team meeting
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| **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?
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