

A Guide for Lived Experience Workers

IN THE WORKPLACE



Supervision

Supervision is provided to workers on a regular basis by their manager. It is a key element of a good relationship with your manager and your team, so that you are not left facing difficulties without anyone around you knowing and offering help.

Supervision is not the only time when you talk with your manager, but it provides more structure and privacy to the discussion.

Supervision ensures that you are working in a safe environment, and it is an important time to discuss any issues you may have. During supervision, you should openly discuss with your manager if you need ongoing support. You can also discuss with them the frequency and suitable times for supervision meetings. Supervision should happen at least monthly – some teams do it weekly.



Professional development

Every year, your manager will meet with you to update your Performance and Development Plan (PDP). The PDP is an opportunity to reflect on and provide feedback on your performance over a period of 12 months. You will also have a formal check in at the 6-month mark, to track your progress against your agreed goals and priorities.

PDPs are usually completed during a process that includes you filling in some information, then having a meeting with your manager when you will be asked to sign the form; then, they will complete other sections, sign the form and give you a final copy.

USEFUL TIPS

- ✔ **Performance and Development Plan (PDP)**
It is mandatory for permanent and fixed-term employees who are employed in some organisations to complete a PDP. Some organisations offer an optional process for casual staff or staff employed for less than a year. Check with your manager if you have to complete this Plan.
- ✔ **Ongoing discussions with your manager**
You do not have to wait for this annual meeting to discuss how you would like to develop other professional skills. You can discuss your professional goals during supervision. It will help if you have clear goals about what you want to achieve and be honest with your manager about how you would like to be supported to develop professionally.
- ✔ **Professional development**
If you are unsure about an aspect of your role, ask questions and seek support from your manager to identify further training and professional development opportunities. You can suggest that you and your manager undertake a training needs assessment (TNA) to decide what areas you may need further training or capacity development.
- ✔ **Training, coaching, mentoring**
Training, coaching and mentoring are all forms of professional development. Training is an option, but you can also learn of the job by receiving coaching from another staff member or participating in a mentoring program.

Discussions with my manager

WHAT I NEED TO DISCUSS	ACTIONS I NEED TO TAKE
<i>Point 1...</i>	<i>Action 1...</i>