

# Checklist for Team Leaders

Questions for team leaders to use in supervision with practitioners



Here are a range of questions for you to choose from. They are offered as a resource for you to use with a practitioner when looking at a plan together. It is not expected that you use all of them, in order, in every supervision.

## General Questions

- How did you find planning with this person? How did it go?
- What are you pleased about or proud of in how you planned with this person?
- What felt more difficult or challenging for you?
- Tell me about decision making throughout the planning process. How was the person involved?
- What worked well about this? What was difficult?
- What did you learn about yourself as a planner?
- What will you do differently, or more of, next time to keep improving?
- Is there anything we could share with your colleagues that could help them? (something you've learnt that worked well or something you'd do differently)

## Questions by section

### Outcomes

- How did you find using the Outcome Sequence? What felt OK or easy? Was there anything that you found particularly difficult?
- How did you involve the person in developing their outcomes? What parts of the Support Sequence are you most confident with? Are there any parts of the Support Sequence that you are less confident with?
- What went well with developing outcomes? Is there anything that you would do differently next time?

## The Support Sequence

What had the person already tried?

What ideas did they already have?

### 1 Yourself

How did you identify and build on the person's strengths, assets and qualities?

What ideas emerged that could improve on the person's knowledge, skills or confidence?

### 2 Technology

What ideas about apps or technology did you consider that could help? Where are you finding the most helpful advice around technology?

Are there any sites or resources that you would recommend to colleagues?

Where there any ideas that you ruled out? How did you make the final decision on which to try?

### 3 Equipment and Adaptations

What products or equipment did you explore?

### 4 Family, Friends and Neighbours

How did you include the contributions of family, friends or neighbours?

### 5 Community

What did you learn was happening in the local community that might help?

Were there any barriers to these ideas?

Were there any that you ruled out?

### 6 Services or Setting

#### For young people

How did you review what the school or college could do to help and what was available in the local offer?

#### For adults

How did you consider any general health or social services that could help and what was available through universal services?

### 7 Support

#### For young people

How did you explore whether additional specialist support could help?

#### For adults

How did you consider how to organise support that could help? Did you review whether there was anything an existing provider could do or do differently?

Did you consider personal budgets?

- How did you involve the person in decision making throughout the process?
- What worked about this? What was difficult?
- What are you pleased about or proud of in how you planned with this person?
- What did you learn about yourself as a planner?
- Is there anything we could share with your colleagues that could help them?
- What could you do differently next time to keep improving?