# Supervision Checklist

## Activity Details

|  |  |
| --- | --- |
| Name of individual being supervised |  |
| Name of supervisor |  |
| Activity |  |
| Location |  |
| Date |  |

## Assessment

**INSTRUCTIONS: List each assessment area and the behaviours for each area. For further information on how to do this see our instructions on** [**how to write a supervision checklist**](http://www.tools4dev.org/resources/how-to-write-a-supervision-checklist/)**.**

**EXAMPLE**

### Facilitation Skills

| Behaviour | Yes | No |
| --- | --- | --- |
| Did the presenter introduce themselves? | 1 point | 0 points |
| Did they speak in a clear voice? | 1 point | 0 points |
| Did they encourage everyone to participate in the discussion? | 5 points | 0 points |
| Did they let people finish speaking, without interrupting or speaking over them? | 2 points | 0 points |
| Do they help the group to keep time? | 1 point | 0 points |
| **TOTAL** | **\_\_\_\_\_ out of 10 points** | |
| **Comments** | | |

### <Assessment Area 1>

| Behaviour | Yes | No |
| --- | --- | --- |
| <Insert behaviour question> | <Insert points> | <Insert points> |
| <Insert behaviour question> | <Insert points> | <Insert points> |
| <Insert behaviour question> | <Insert points> | <Insert points> |
| <Insert behaviour question> | <Insert points> | <Insert points> |
| <Insert behaviour question> | <Insert points> | <Insert points> |
| **TOTAL** | **\_\_\_\_\_\_ out of <#> points** | |
| **Comments** | | |

### <Assessment Area 2>

| Behaviour | Yes | No |
| --- | --- | --- |
| <Insert behaviour question> | <Insert points> | <Insert points> |
| <Insert behaviour question> | <Insert points> | <Insert points> |
| <Insert behaviour question> | <Insert points> | <Insert points> |
| <Insert behaviour question> | <Insert points> | <Insert points> |
| <Insert behaviour question> | <Insert points> | <Insert points> |
| **TOTAL** | **\_\_\_\_\_\_ out of <#> points** | |
| **Comments** | | |

### <Assessment Area 3>

| Behaviour | Yes | No |
| --- | --- | --- |
| <Insert behaviour question> | <Insert points> | <Insert points> |
| <Insert behaviour question> | <Insert points> | <Insert points> |
| <Insert behaviour question> | <Insert points> | <Insert points> |
| <Insert behaviour question> | <Insert points> | <Insert points> |
| <Insert behaviour question> | <Insert points> | <Insert points> |
| **TOTAL** | **\_\_\_\_\_\_ out of <#> points** | |
| **Comments** | | |

## Conclusion

|  |  |
| --- | --- |
| TOTAL SCORE | \_\_\_\_\_\_ out of <#> points |
| **Overall Comments** | |

### Signatures

Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Individual being supervised \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_