Please use this form at the start of the Supervisory Leadership Development Programme (SLDP).

It should be completed during a conversation between the **learner and their line manager** to ensure that the learner is fully prepared for the programme and has access to the resources and support they need to be successful.

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| **Learner:** | **Line manager:** |
| **Date of briefing:** | **Agreed review date(s):** |

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| **Expectations and personal objectives for the SLDP.** |
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| **Expected individual benefits from completing the programme.** |
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| **Expected benefits for the team and the wider service.** |
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| **Support required and from whom.**  Think about time, coaching, mentoring, IT, feedback, support from line manager and others.  This may change as the programme progresses, so it’s essential that regular review meetings are carried out, to monitor and adjust as required. |
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| **Has the learner got everything they need to get started?**  Password and log on details, IT equipment etc |
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| **Discuss time commitments, expectations for completion of each module and agree review dates.** |
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| **Additional comments** |
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