**Directly-observed management task discussion**

(This form is to be used for discussion between Candidate and Supervisor on a ‘directly observed’ management task

Candidate:

Supervisor:

Date:

Management task: (title, duration of observation, complexity etc.)

Supervisor Comments: (strengths, suggestions for development):

# Items Limited Satisfactory Good

#  (0-4) (5-6) (7-10)

|  |
| --- |
| Preparatory investigation  |
| Conduct |
| Content  |
| Responsiveness/discussion |
| Conclusions/next steps |
| Record keeping |
| **Overall assessment** |

 Candidate comments: