Training Programme

Employee Development-Mock Template for a Performance Improvement Plan



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**Project Name:** Bridging the gap between VET and business: Modern talent management and analytics 4.0 for SMEs in Europe
**Project Acronym:** Talent 4.0
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**Performance Improvement Plan FORM**

Employee‘s Name: Manager’s Name:

Department:

|  |  |  |  |
| --- | --- | --- | --- |
| **Area to be improved** | **Action to improve performance** | **Targeted date for improvement** | **Expected results (e.g. measure of success)** |
|  |  |  |   |
|  |   |  |  |
|  |  |  |  |
|  |  |  |  |
| **Consequences of insufficient performance improvement:** |

Employee’s Signature……………………………….. Line Manager’s Signature .....................................

Date of discussion ………………………………........ Date of next discussion..........................................

**EXAMPLE: Performance Improvement Plan**

Employee‘s Name: Andrew Johnson (Marketing Assistant) Manager’s Name: Katya Kyrilov (Head of Marketing)

|  |  |  |  |
| --- | --- | --- | --- |
| **Area to be improved** | **Action to improve performance** | **Targeted date for improvement** | **Expected results (e.g. measure of success)** |
| Punctuality and attendance | * Use more than 1 alarm to ensure you wake up in the mornings
* Arrange to wake up 20 minutes earlier and change your morning routine to be more efficient
* Use a calendar notification system for all appointments
 | 30th April | * Consistency in punctuality
* No incidence of lateness / no-show will be acceptable behaviour
 |
| Presentation skills | * Practice in front of line manager or another trusted colleague
* Receive feedback on slides and presentation style to improve prior to actual presentations
 | 31st March | Presentations to meet the topic objectives, measured via questionnaires at the end |
| Teamwork | * Offer assistance to colleagues proactively and follow-through
* Do not be offended by colleagues requesting your help
 | 30th April | Improved collaboration, measured via targeted feedback from colleagues |
| **Consequences of insufficient performance improvement:**Failure to meet the expected results within the targeted date for improvement may lead to a non-satisfactory performance evaluation rating which will affect the salary increase/bonus decision.  |

Employee’s Signature……………………………….. Line Manager’s Signature .....................................

Date of discussion 0**1/02/2021** Date of next discussion **30/04/2021**

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