



Performance Improvement Plan - Formal Stage

Define the issue	What will performance improvement will look like	SMART Objectives	Action Plan
<p data-bbox="188 820 398 884">Type of issue Behaviour/Task</p> <p data-bbox="188 957 416 1021">Priority High/low/medium</p>			<p data-bbox="1585 536 1774 568">Line manager:</p> <p data-bbox="1585 657 1733 689">Colleague:</p>

The purpose of this plan is to identify areas of under performance and detail a clear mechanism for improving performance to a satisfactory standard. All reasonable effort will be made to provide training and support necessary for the successful completion of this Performance Improvement Plan. The plan may be changed in some circumstances:

- where performance may have improved to a satisfactory level earlier than expected so the plan will no longer be required
- where improvement in some areas of underperformance is achieved, but additional time and/or training is required to reach the required standard in all areas, the plan may be revised
- exceptionally there may be operational or organisational changes which may result in these measures and goals changing.

If your performance improves to a satisfactory level, then you will return to the MPC performance review process. If your performance continues to be at an unsatisfactory level, you may progress to the next stage within the formal process of the Performance Improvement Policy. You should be aware that the outcome of the next stage could include a formal warning or, ultimately, dismissal.

We agree to work together on the items identified in this Performance Improvement Plan and to make every effort to reach the goals and expectations defined.

Line Managers Signature_____ Date_____

Colleague Signature_____ Date_____

Next Performance Review Date_____