



## Performance Improvement Plan - Informal Stage

Define the issue	What will performance improvement will look like	SMART Objectives	Action Plan
<p data-bbox="188 834 398 898"><b>Type of issue</b> Behaviour/Task</p> <p data-bbox="188 970 416 1034"><b>Priority</b> High/low/medium</p>			<p data-bbox="1585 552 1774 584">Line manager:</p> <p data-bbox="1585 671 1727 703">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 Formal Stage of the Performance Improvement Policy.

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 \_\_\_\_\_