

## Performance Improvement Plan (PIP)

*This is a template form only and can be changed as necessary to reflect the circumstances/needs of the individual case.*

During the period of the PIP, the employee will be monitored to assess if appropriate improvement is being made. If the expected outcomes are not achieved/improvements attained, more formal action may be initiated under the relevant procedure.

Name of employee						
Job title						
Department						
Date of initial meeting						
Name(s) of other attendee(s)						
	<b>Duties &amp; Improvement Required:</b>	<b>Expected Outcome/Measurement</b>		<b>Support &amp; Dependencies</b>		
1	Such as, collection and collation of data to allow accurate and timely reporting.	Monthly: Data collection completed on time with 90 percent accuracy.		Manager to review monthly.		
2	Such as, more timely maintenance of system spreadsheet.	Weekly: System spreadsheet to be updated weekly by Friday.		Manager to review weekly.		
3	Next issue in need of addressing.					
	<b>Review Date:</b>	<b>Met/Not Met/ Partially Met</b>	<b>Review Date:</b>	<b>Met/Not Met/ Partially Met</b>	<b>Review Date:</b>	<b>Met/Not Met/ Partially Met</b>
1	Outcome:		Outcome:		Outcome:	
2						
3						

# Performance Improvement Plan Sample Document

**Ginger Levin,J. LeRoy Ward**



## **Performance Improvement Plan Sample Document:**

*101 Sample Write-Ups for Documenting Employee Performance Problems* Paul Falcone, 2010-03-24 Whether you're addressing an initial infraction or handling termination-worthy transgressions, you need to be 100 percent confident that every employee encounter is clear, fair, and most importantly, legal. Thankfully, HR expert Paul Falcone has provided this wide-ranging resource that explains in detail the disciplinary process and provides ready-to-use documents that eliminate stress and second-guessing about what to do and say. Revised to reflect the latest developments in employment law, the third edition of *101 Sample Write-Ups for Documenting Employee Performance Problems* includes expertly crafted, easily customizable write-ups that address sexual harassment, absenteeism, insubordination, drug or alcohol abuse, substandard work, email and phone misuse, teamwork issues, managerial misconduct, confidentiality breaches, social media abuse, and more. With each sample document also including a performance improvement plan, outcomes and consequences, and a section of employee rebuttal, it's easy to see why over 100,000 copies have already been sold, making life for managers and HR personnel significantly easier when it comes to addressing employee performance issues.

*Program Management Complexity* Ginger Levin, J. LeRoy Ward, 2016-04-19 Although complexity is a phenomenon that confounds and challenges program managers across industry sectors, there is little information available that identifies the set of competencies managers need to complete their program successfully and deliver the benefits desired by stakeholders. *Program Management Complexity: A Competency Model* fills this gap.

*Firing at Will* Jay Shepherd, 2012-01-19 *Firing at Will* shows managers and employers how to do the most difficult part of their jobs: firing employees. Written by a leading employment lawyer in a refreshingly un-lawyerly style, this guide takes the reader through the always-risky process of letting an employee go. Many employers and managers are afraid to pull the trigger when the employment relationship has broken down and will postpone the decision by using progressive discipline and performance improvement plans. However, an employer must be able to unload employees who threaten to undermine the company and its prospects, regardless of the risks involved in a termination. This book explains how to do it, how not to do it, and how to minimize the danger of an expensive employee lawsuit. No one said being an employer or a manager was easy. Fortunately, knowing how to fire employees will make your job much, much easier in the long run and save you heartache. *Firing at Will* teaches you what you need to know without any legalese or boring recitations of statutes and case law. This book is filled with plain English, common sense based on Jay Shepherd's 17 years of protecting employers in court. The style is conversational and often irreverent, but the lessons and tips are battle-tested. If you want to be a successful manager or employer and sleep easier, you need to know how to fire at will. Gives employers and managers real-world advice on how to fire employees. Teaches how to keep your company and yourself out of expensive employee lawsuits. Guides you toward building a workplace where you'll need to fire fewer employees.

**Scaling People** Claire Hughes Johnson, 2023-03-07 From a Stripe and Google executive, a practical guide to company building and scaling the most

important resource it has its people Selected for Best Books of 2023 by Bloomberg and The Economist Whether you are a new manager or a CEO there are going to be moments when you feel alone and need help Odds are the advice you need is in *Scaling People* You are going to pull this book off your shelf over and over Kim Scott New York Times bestselling author of *Radical Candor* and *Just Work* A leader at both Google and Stripe from their early days Claire Hughes Johnson has worked with founders and company builders to try to replicate their success The most common questions she s asked are not about business strategy they re about how to scale the operating structures and people systems of a rapidly growing startup *Scaling People* is a practical and empathetic guide to being an effective leader and manager in a high growth environment The tactical information it puts forward including guidance on crafting foundational documents strategic and financial planning hiring and team development and feedback and performance mechanisms can be applied to companies of any size in any industry *Scaling People* includes dozens of pages of worksheets templates exercises and example documents to help founders leaders and company builders create scalable operating systems and lightweight processes that really work Implementing effective leadership and management practices takes effort and discipline but the reward is a sustainable scalable company that s set up for long term success *Scaling People* is a detailed roadmap for company builders to put the right operating systems and structures in place to scale the most important resource a company has its people Business and Professional Communication Kelly Quintanilla Miller, Shawn T. Wahl, 2023-02-14 Organized around the transition from student to professional life *Business and Professional Communication Fifth Edition* gives readers the tools they need to move from interview candidate to team member to leader Coverage of new communication technology and social media and an emphasis on building skills for business writing and presentations help students gain a deeper understanding of the role of communication in successfully handling situations like job interviewing providing feedback to supervisors and working in teams This title is accompanied by a complete teaching and learning package Learning Platform Courseware SAGE Vantage is an intuitive learning platform that integrates quality SAGE textbook content with assignable multimedia activities and auto graded assessments to drive student engagement and ensure accountability Unparalleled in its ease of use and built for dynamic teaching and learning Vantage offers customizable LMS integration and best in class support It s a learning platform you and your students will actually love Assignable Video with Assessment Assignable video available in SAGE Vantage is tied to learning objectives and curated exclusively for this text to bring concepts to life LMS Cartridge Import this title s instructor resources into your school s learning management system LMS and save time Don t use an LMS You can still access all of the same online resources for this title via the password protected Instructor Resource Site *New Programmer's Survival Manual* Joshua D. Carter, 2011-11-15 It s your first day on the new job You ve got the programming chops you re up on the latest tech you re sitting at your workstation now what *New Programmer s Survival Manual* gives your career the jolt it needs to get going essential industry skills to help you apply your raw programming talent and make a

name for yourself It s a no holds barred look at what really goes on in the office and how to not only survive but thrive in your first job and beyond Programming at industry level requires new skills you ll build programs that dwarf anything you ve done on your own This book introduces you to practices for working on large scale long lived programs at a professional level of quality You ll find out how to work efficiently with your current tools and discover essential new tools But the tools are only part of the story you ve got to get street smart too Succeeding in the corporate working environment requires its own savvy You ll learn how to navigate the office work with your teammates and how to deal with other people outside of your department You ll understand where you fit into the big picture and how you contribute to the company s success You ll also get a candid look at the tougher aspects of the job stress conflict and office politics Finally programming is a job you can do for the long haul This book helps you look ahead to the years to come and your future opportunities either as a programmer or in another role you grow into There s nothing quite like the satisfaction of shipping a product and knowing I built that Whether you work on embedded systems or web based applications in trendy technologies or legacy systems this book helps you get from raw skill to an accomplished professional

**Clinical Laboratory Management** Timothy C. Allen,Vickie S. Baselski,Deirdre L. Church,Donald S. Karcher,Michael R. Lewis,Andrea J. Linscott,Melinda D. Poulter,Gary W. Procop,Alice S. Weissfeld,Donna M. Wolk,2024-03-25 Clinical Laboratory Management Apply the principles of management in a clinical setting with this vital guide Clinical Laboratory Management Third Edition edited by an esteemed team of professionals under the guidance of editor in chief Lynne S Garcia is a comprehensive and essential reference for managing the complexities of the modern clinical laboratory This newly updated and reorganized edition addresses the fast changing landscape of laboratory management presenting both foundational insights and innovative strategies Topics covered include an introduction to the basics of clinical laboratory management the regulatory landscape and evolving practices in the modern healthcare environment the essence of managerial leadership with insights into employee needs and motivation effective communication and personnel management including the lack of qualified position applicants burnout and more financial management budgeting and strategic planning including outreach up to date resources for laboratory coding reimbursement and compliance reflecting current requirements standards and challenges benchmarking methods to define and measure success the importance of test utilization and clinical relevance future trends in pathology and laboratory science including developments in test systems human resources and workforce development and future directions in laboratory instrumentation and information technology an entirely new section devoted to pandemic planning collaboration and response lessons learned from COVID 19 and a look towards the future of laboratory preparedness This indispensable edition of Clinical Laboratory Management not only meets the needs of today s clinical laboratories but anticipates the future making it a must have resource for laboratory professionals managers and students Get your copy today and equip yourself with the tools strategies and insights to excel in the complex and ever changing world of the clinical laboratory

Ready-to-Use Performance Appraisals William S. Swan, 2012-06-29 Performance appraisals are one of the least enjoyable duties managers face. They're time consuming, tedious, and require the perfect balance between criticism and praise. This collection of handy, ready-to-use performance appraisals will save you time and effort while increasing the clarity and value of your appraisals. These customizable sample evaluations can address almost any situation. **Employee Performance**

**Management for Improved Workplace Motivation** Rajapakshe, Wasantha, 2024-08-27 In the dynamic landscape of organizational management, the challenge of effectively evaluating and enhancing employee performance stands as a pivotal obstacle to maximizing workplace productivity and motivation. Traditional performance appraisal methods often fall short in providing meaningful insights into employees' contributions and fostering a culture of continuous improvement. This gap between outdated evaluation techniques and the evolving demands of the modern workforce presents a pressing dilemma for Human Resource Management professionals and organizational leaders worldwide. **Employee Performance Management for Improved Workplace Motivation** emerges as a definitive solution to this critical problem, offering a comprehensive guide to revolutionizing performance management systems. This book meticulously explores the intricacies of performance evaluation, from planning and monitoring to reviewing and rewarding. By integrating theoretical frameworks, practical case studies, and strategic insights, the book equips HR professionals, managers, and scholars with the tools and knowledge needed to implement effective performance management practices that drive employee motivation and organizational success. *The Medical Staff Services Handbook* Cindy Gassiot, Vicki Searcy, Christina Giles, 2011-08-24 Rev ed of The medical staff services handbook edited by Cindy A Gassiot, Vicki L Searcy, Christina W Giles c2007 **For Profit Higher Education**, 2012

**Grasping the Nettle** Anthony Dance, 2014 A step by step guide to tackling Poor Performance, Unacceptable Behaviour and Poor Attendance in the Workplace. Any manager can manage good people; you only have to point them in the right direction and leave them to get on with the job. Any manager can manage a gross misconduct situation because there are nearly always clear facts to work on and a clear process to follow. Poor performance, however, is not so easy because there are often unclear facts to work on and there is no recognised process to follow until now. Use the performance management tools outlined in this book and follow the GRASPING the Nettle steps and you will be able to address poor performance issues fairly and professionally. GRASPING the poor performance nettle. Did you know that it is possible to grasp a stinging nettle without getting stung? All you need to do is grab hold of it boldly, quickly, and by using the right technique. Tackling poor performance or poor behaviour should be approached in the same way. Confront a performance or behaviour issue quickly, confidently, and in the right manner, and it is possible to do this, the most difficult and challenging of all management tasks, without too much pain. Read and digest the critical information outlined in this manager development book and follow the Grasping the Nettle steps and you will find that tackling poor performance is not as difficult as you may think. This is a must-read for all people managers because by using the unique procedures, tips, and techniques outlined in this book, you will be

able to address performance issues effectively professionally fairly and reasonably Reading this book before tackling a performance issue will certainly minimise the risk of complaints grievances and spurious tribunal claims      **Addressing and Resolving Poor Performance** ,1998      **The Employee Performance Handbook** Margie Mader-Clark,Lisa Guerin,2021-04-27 Maximize employee performance whether your workers are on site or remote Confronting employees about poor performance is an ordeal dreaded by managers and HR pros everywhere The possibility of emotional outbursts and the specter of a lawsuit leaves even many experienced managers at a loss The Employee Performance Handbook is a complete how to guide for managing employee performance Packed with practical and legal advice this book offers smart strategies that will help get the most out of your employees and avoid legal trouble You ll learn how to identify problems early on decide when discipline is necessary choose the right response to a problem engage employees in improving performance fire employees when necessary protect against wrongful termination lawsuits and manage a remote workforce effectively With downloadable forms You can download sample policies sample forms checklists skills building exercises and more details inside      *Community and Nurse-Managed Health Centers* Donna L. Torrissi,2005-06-03 Designated a Doody s Core Title Winner of an AJN Book of the Year Award A National Nursing Centers Consortium Guide This book provides a step by step guide to starting and sustaining a community health center with an emphasis on nurse managed centers The authors share their firsthand knowledge with readers including information on developing a mission statement pulling together an advisory board writing a business plan and getting funding The process for obtaining Federally Qualified Health Center Status and thus federal funding is described Of great value is the book s Appendix which provides very useful examples They include sample bylaws a full policy and procedure manual physician and nurse practitioner collaborative agreements job descriptions a contract with a local agency and outcome and assessment guidelines Donna Torrissi is the founder of The Family Practice and Counseling Network in Philadelphia which provides primary health services to public housing residents Tine Hansen Turton is the Executive Director of the National Nursing Centers Consortium For Further Information Please Click Here      **The Manager's Pocket Guide to Leadership Skills** Peter B. Stark,Jane S. Flaherty,1999 This practical guide for supervisors and managers discusses contemporary leadership responsibilities and goes on to specifically describe the steps and skills needed to successfully apply 14 leadership competencies including Leading organization change managing time coaching creating a motivating environment and more      **Management and Leadership in Social Work** Todd W. Rofuth,Julie M. Piepenbring,2019-06-05 Full of expert guidance on leadership and management this unique book is geared specifically to the needs of social work administrators educators and practitioners in both academic and agency settings The contents are fully comprehensive and encompass both theoretical approaches to management and leadership plus a wide variety of practical strategies that can be directly applied to practice Topics blend the art and science of leadership and management and incorporate all competencies and practice behaviors required by Network for Social Work

Management NSW and Council on Social Work Education CSWE These include understanding different leadership styles practicing self reflection and self care methods to motivate teams and mentor others developing strategic plans understanding financial management marketing fundraising human resources program evaluations community collaboration and much more Additionally the text illustrates the parallels disparities between social work practice skills knowledge and ethics and those of leadership and management Instructor resources include PowerPoints for each chapter lecture notes and sample syllabi Print version of the book includes free searchable digital access to entire contents

**KEY FEATURES** Geared specifically to the needs of social work educators and practitioners in academic and agency settings Incorporates all competencies and practice behaviors required by NSW and CSWE as cited in each chapter Discusses the differences between management and leadership along with best practices Fosters knowledge and skill development through the use of competency based real life cases self reflective exercises and thought provoking questions Offers examples of how to motivate and work with different age cohorts community groups and other stakeholders Addresses the challenges of financial management and fundraising Exhibits specific problem solving and decision making strategies

**Managing International Schools** Sonia Blandford, 2004-06-02 It is estimated that there are some 12 000 international schools world wide with over 25 000 middle managers and head teachers Within this there are several different types of international school including British schools abroad English speaking schools overseas European English speaking schools and forces schools in spite of some differences they and their managers share certain needs for administrative efficiency This practice based management book for international schools provides support and development for middle and senior managers and teachers The book concentrates on school improvement and effectiveness by drawing on best practice from international schools around the world using school based research It is written by a team from the Oxford Brookes Centre for Educational Management OXCEM the UK s most active International Schools consultancy service Issues discussed include teaching learning and the curriculum primary and secondary curriculum development recording and reporting assessment English as a second language school management and staff development

**Health Information - E-Book** Mervat Abdelhak, Mary Alice Hanken, 2014-12-24 Uncover the latest information you need to know when entering the growing health information management job market with Health Information Management of a Strategic Resource 5th Edition Following the AHIMA standards for education for both two year HIT programs and four year HIA programs this new edition boasts dynamic state of the art coverage of health information management the deployment of information technology and the role of the HIM professional in the development of the electronic health record An easy to understand approach and expanded content on data analytics meaningful use and public health informatics content plus a handy companion website make it even easier for you to learn to manage and use healthcare data Did You Know boxes highlight interesting facts to enhance learning Self assessment quizzes test your learning and retention with answers available on the companion Evolve website Learning



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**Company Culture For Dummies** Mike Ganino, 2018-05-08 Make a difference with company culture Organizations around the world are looking for the secret sauce to create strong company cultures and this book lets you in on what you can do to share the same culture that drives places like Google Southwest and Wegman s to succeed Inside expert author on corporate culture Mike Ganino distills company culture down to the four core elements that you need to consider when making any business decision Packed with real world examples and practical approaches to help you build a culture that drives performance increases bottom line results and creates brands that people talk about and remember this is the book you ll want to keep close by as you create your own unique culture Implement and manage cultural change effectively Apply key principles to achieve organizational goals See how new technologies influence organizations Retain employees and attract new talent With this helpful guide you ll boost your company s culture in no time

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