# 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.

Pdam	e of employe	•				
job title						
Owpe	urtment					
Dute	of initial mee	iting				
Nam	e(s) of other	attendee(s)				
	Duties & Improvement Required:		Expected Outcome/Measurement		Support & Dependencies	
I	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.					
	Review Date:	Met/Not Met/ Partially Met	Review Date:	Met/Not Met/ Partially Met	Review Date:	Met/Not Met/ Partially Met
1	Outcome:		Outcome		Outcome:	
2						
3						

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**Albert A Gayle** 

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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 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

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