

Performance

Improvement Plan

For L&D teams on a mission to drive real results

thirst

1

Who's this plan for?

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Name

Team/Department

Manager

Date Started

2

What's the performance gap?

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What's not working?

Desired performance
level?

Business impact of gap?

3

What's causing it?

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Root causes(s)

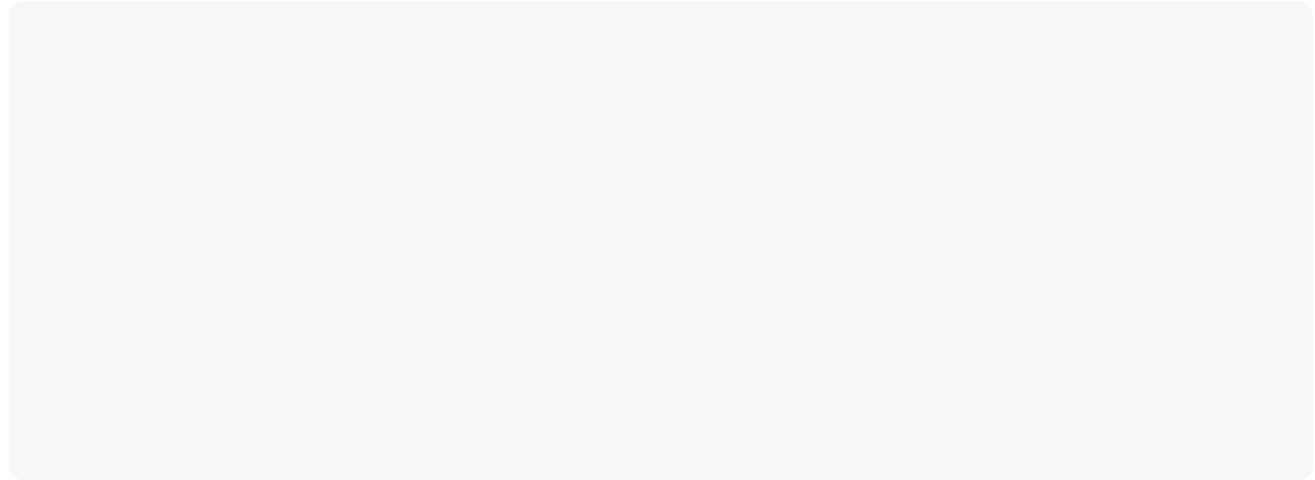
Insights/data:

4

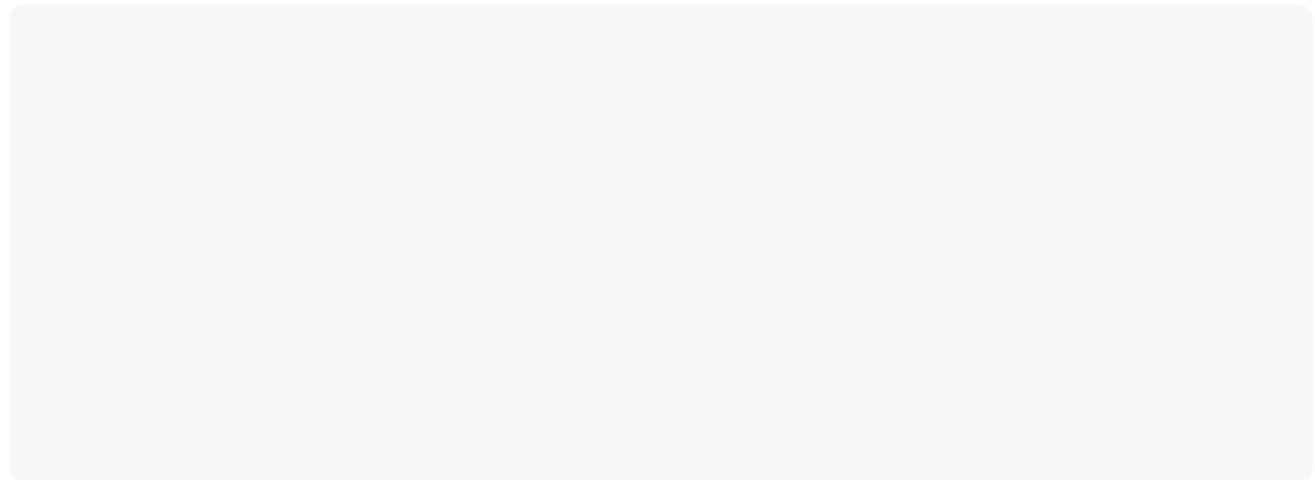
What does success look like?

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Goal #1

A large, empty rectangular box with a light gray background, intended for writing the details of Goal #1.

Goal #2

A large, empty rectangular box with a light gray background, intended for writing the details of Goal #2.

5

What learning support is needed?

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Courses or microlearning

1:1 coaching or mentoring

Job aids or SOPs

Shadowing/stretch assignments

On-the-job training

Other:

6

What's the timeline?

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Date

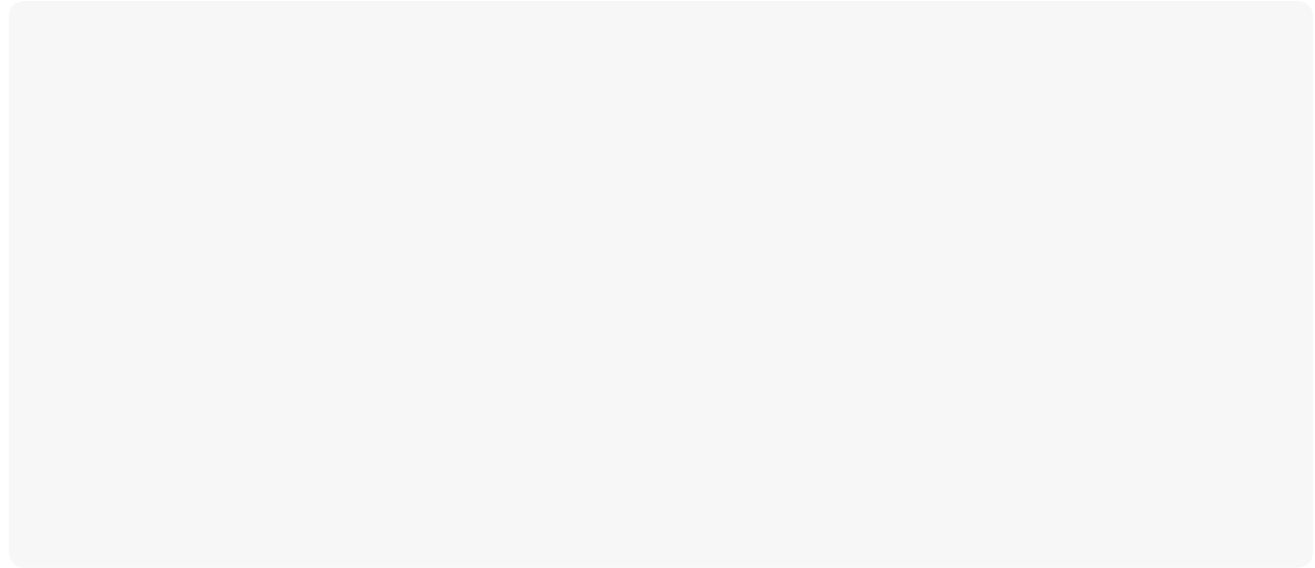
Activity or Checkpoint

7

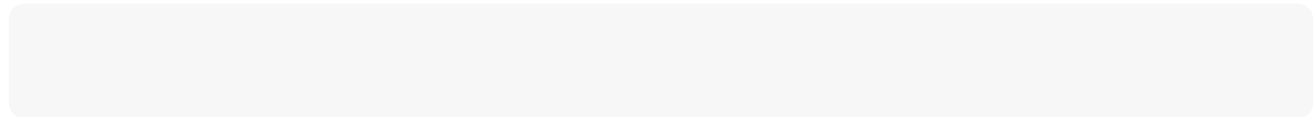
What support's needed?

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Support required

A large, empty rectangular box with a light gray background, intended for writing the support required.

Responsible person(s)

A smaller, empty rectangular box with a light gray background, intended for writing the responsible person(s).

8

How will we measure progress?

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Performance data

Learning progress

Behaviour change

Stakeholder input

9

Review schedule

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Review Date

Focus/Notes

10

Sign-off

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Employee

Date

Manager

Date

L&D/HR (Optional)

Date