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| **Job holder** |  | **Line manager** |  |
| **Date plan issued** |  | **Three month completion date** |  |

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| This action plan has been discussed and the employee is aware of their responsibilities and what is expected of them. If the employee fails to achieve the standards or improvements required within three months, their manager may take action under the employee managing performance procedure (available on the intranet) |

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| **Employee’ signature** |  | **Date** |  | **Manager’s signature** |  | **Date** |  |

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| **Define the task, skill or competence that needs to be reviewed and improved** | **Improvements needed and standards expected** | **Month 1 review** | **Month 2 review** | **Month 3 review** |
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