

PERFORMANCE IMPROVEMENT PLAN

Department:

Employee's Name:

Designation:

Date of Employment:

Date:

SN	Duties/ Improvement Required	Expected Performance/ Measurement	Targeted Date	Support/ Dependencies	Review Date	Outcome
	① Refer to what area to improve on. Examples below: Art & Design Business Continuity Management Communication Skills Corporate Comms & Media General Management Leadership Supervisory Management Teambuilding	① To state a measurable outcome. Examples below: To generate X no. of leads within the next 4 weeks.		① Action to be taken by who and how often should this action be carried out.		① Met/ Not Met/ Partial Met

The above was discussed and communicated to me by:

Name/ Signature
(Supervisor)

Name/ Signature
(Employee)