

EMPLOYEE INFORMATION:

Employee Name: _____
 Supervisor: _____

Date: _____
 Position: _____

DETAILS:

Describe potential growth opportunities for the employee:

IMPROVEMENT PLAN:

Topics	Objective 1	Objective 2	Objective 3	Objective 4
Growth Opportunity Objectives: What specific growth opportunities does the employee have? Detail each objective. (completed by the supervisor)				
Expected Growth Opportunity Performance Standards: What are the expected standards of the growth opportunities? Detail the expected performance standards for each objective. (completed by the supervisor)				
Action: What specifically will the employee do to succeed with their growth opportunity performance? How and/or when will the growth opportunities be achieved. (completed by the employee)				

FOLLOW UP:

A follow up review meeting will take place _____

ACKNOWLEDGMENT:

Employee Signature: _____
 Employee Print: _____
 Supervisor Signature: _____
 Supervisor Print: _____

Date: _____
 Date: _____
 Date: _____
 Date: _____

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*****EXAMLE COACHING PLAN*****

EMPLOYEE INFORMATION:

Employee Name: Robbie Jackson
 Position: Customer Service Rep.

Date: 01/01/2017
 Supervisor: Maggie Neider

DETAILS:

Describe potential growth opportunities:

Robbie does well with customer service. He has a growth potential to help upsell the product with the customers as well as provide additional services to our clients.

IMPROVEMENT PLAN:

Growth Opportunity Objectives: What specific growth opportunities does the employee have? Detail each objective. (completed by the supervisor)	Objective 1	Objective 2	Objective 3	Objective 4
Expected Growth Opportunity Performance Standards: What are the expected standards of the growth opportunities? Detail the expected performance standards for each objective. (completed by the supervisor)	Upsell product to our customers.	Provide additional services to our clients and build up relationships with them.		
Action: What specifically will the employee do to succeed with their growth opportunity performance? How and/or when will the growth opportunities be achieved. (completed by the employee)	I will get a copy of the script from the sales team and follow that to help sell our products.	I will build a service orientated relationship with our clients and ask them how I can help or better help them.		

FOLLOW UP:

A follow up review meeting will take place: 02/01/2017

ACKNOWLEDGMENT:

Employee Signature:	<i>Robbie Jackson</i>	Date:	1/1/2017
Employee Print:	Robbie Jackson	Date:	1/1/2017
Supervisor Signature:	<i>Maggie Neider</i>	Date:	1/1/2017
Supervisor Print:	Maggie Neider	Date:	1/1/2017

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