

### EMPLOYEE INFORMATION

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Position: \_\_\_\_\_

### DETAILS

Describe potential growth opportunities for the employee:

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### IMPROVEMENT PLAN

Topics	Objective 1	Objective 2	Objective 3	Objective 4
<b>Growth Opportunity Objectives:</b> What specific growth opportunities does the employee have? Detail each objective. (completed by the supervisor)				
<b>Expected Growth Opportunity Performance Standards:</b> What are the expected standards of the growth opportunities? Detail the expected performance standards for each objective. (completed by the supervisor)				
<b>Action:</b> 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: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Print: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Print: \_\_\_\_\_

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
<b>Expected Growth Opportunity Performance Standards:</b> 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.		
<b>Action:</b> 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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