Personal Improvement Plan

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| **Name of employee:** |  | **Start date:** |  |
| **Job role: (including typical tasks)** |  | **Department /**  **location:** |  |
| **Manager completing**  **assessment:** |  | **Initial assessment**  **date:** |  |

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| **Task or Area of Responsibility to be improved**  *Issue (related to productivity, role objective, job behavior, etc.)* | **Improvement**  *Describe your goal* | **Expected Outcome**  *Specific, measurable criteria based on which you'll determine if the plan was successful* | **Resources/Support**  *Any resources or support you'll provide (e.g. training courses, coaching from manager, etc.)* |
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