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| **Developmental Area** | | **Improvement Required and by when** | | **Evidence** | | | **Support Required** | |
| *e.g. Can struggle to meet deadlines* | | *To meet deadlines and/or to better manage the expectations of those in receipt of the tasks by communicating a delay* | | *To organise tasks using the Eisenhower Model (Urgent and important) and to use technology (e.g. Outlook)*  *Feedback from colleagues* | | | *Mentoring with a senior member of the team for thirty minutes at the start of the day – focusing on tasks planned and how to prioritise emerging/unforeseen tasks* | |
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| **Any other comments/reasonable adjustments that should be considered:** | | | | | | | | |
| **Review Meeting 1 (Date):** |  | | **Review Meeting 2 (Date):** | |  | **Review Meeting 3 (Date):** | |  |
| **By signing below, you agree to the content of this action plan** | | | | | | | | |
| **Employee Name:** | | | **Employee Signature:** | | | **Date:** | | |
| **Manager Name:** | | | **Manager Signature:** | | | **Date:** | | |