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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:** |