**Capability – Template Action Plan**

**Preparatory Sheet for manager**

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| **Area of work causing concern** | **Managers view of current performance** | **What are the expected levels of performance** | **Examples of under performance** | **Impact of poor performance on team/service/division/trust** | **What challenges might there be to achieving the levels required?** |
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# Preparatory Sheet for employee

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| **Area of work causing concern** | **Employee’s own view of current performance** | **Examples of good performance** | **Examples of under performance** | **What are the expected levels of performance** | **What obstacles might there be to achieving the required level of performance?** |
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# Action Plan

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| **Area of work** | **What are the exact levels of performance required** | **What support can the Trust provide?** | **What can you do to ensure that you achieve and sustain the required level of performance?** | **What changes may need to be made?** | **What actions will be taken to monitor performance?** | **What are the review periods?** | **What timescales are involved?** |
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