**Template Action Plan**

**Preparatory Sheet for manager**

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| **Area of work** | **What are the exact levels of performance required** | **What support/training required** | **What actions will be taken to monitor performance?** | **What are the review periods?** | **What timescales are involved?** |
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# Preparatory Sheet for employee

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| **Area of work** | **What are the exact levels of performance required** | **What training required for the role** | **What support needed** | **What are the review periods?** | **What timescales are involved?** |
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# Outcomes

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| **Area of work** | **What are the exact levels of performance required?** | **What support and training has been provided?** | **Areas of concern?** | **What changes may need to be made?** | **What actions will be taken?** | **What has worked well?** | **What hasn’t worked well?** |
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