

---

**Form - Employee – Development & Improvement Plan**

Manager/Supervisor Name .....

Employee Name .....

Others Present.....

Date .....

Time.....

Venue.....

Reason for development & Improvement session (list the behaviours of the employee that are unacceptable):

You are expected to behave in the following manner with regard to the above (list the expected standards of behaviour):

As this aspect of your current performance is unsatisfactory, you are advised that improvement is required. If the unacceptable behaviour is continued, Headway Gippsland Inc. will proceed with a more formal review in accordance with the Managing Staff Performance Policy.

Should you have any doubts as to the manner of achieving the required performance standard, you must discuss these with your manager.

Manager Signature .....

*Electronic copy and signed hardcopy to be forwarded to People & Culture Division for placement on personnel file.*