

# Performance Action Plan

Team Member Name:

Supervisor Name:

Skills where I feel most comfortable:

1

**Primary Skill to Develop:**

How I'll Develop This:

*(methodology)*

**By This Date:**

So That I'll Be Able To:

*(desired outcome)*

2

**Additional Skill to Develop:**

How I'll Develop This:

*(methodology)*

**By This Date:**

So That I'll Be Able To:

*(desired outcome)*

Support from my Supervisor/Manager includes:

Team Member Acknowledgement:

Date:

Supervisor Acknowledgement:

Date:

Post-Training Evaluation Sign-off:

Date:

*(Supervisor)*

