**Work Plan/Training Plan/Success Plan Template**

**Goal**

Progress towards meeting employee performance expectations

Step 1: Lead with strengths

Step 2: Identify the challenge(s)

Step 3: Analyze data

Step 4: Make course corrections

Step 5: Check-in and follow-up

**Strengths**

* What is working well?
* Why does it work well?

**Challenge(s)**

* What is not working well?
* Why is it not working well?

**Data**

* How can the data sources reflect performance improvement?
  + For example, consider ChildPlus, job descriptions, GOLD, UKG, observations, monitoring tools, recaps, Business Office documentation, and the What’s Due When.
* What aspects of ‘what is working’ can be used to find a solution?
* What factors have been considered in reaching a solution?
* What else do we need to know before we decide?

**Course Correction**

* What changes do we propose?
* Will the changes help us comply with regulations?
* Do the changes advance our goals?
* Who is responsible for implementing?

**Check-In and Follow-Up**

* What information will we need to review and how often?
* How will we make sure the changes are working?
* Is it a short-term or long-term solution?

Progress toward this plan will begin immediately. Significant improvement must be demonstrated by \_\_\_\_\_\_\_\_\_\_\_\_\_. This plan will be revisited with the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and be monitored for consistency throughout the year. Failure to show progress towards or comply with the above plan may result in Disciplinary Documentation.

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_

5/21 P:\Head Start Files\Agency\HR\Supervisor’s Manual\Tab 4\Work Plan