

Performance Improvement Plan

<p>This Performance Improvement Plan has been developed to assist:</p>	<p><<Insert the name of the employee the Performance Improvement Plan has been developed for>></p> <p><i>Sample Answers:</i> <i>Joanna King</i> <i>Martin Saunders</i></p>
<p>Assessment and Feedback</p>	<p>Conduct a thorough assessment of the fitness instructor's current performance. List the specific area/s where improvement is needed, such as class delivery, engagement, communication, or client satisfaction. <<Insert your response here>></p> <p><i>Assessor Instructions: Students will need to insert the specific area where improvement is needed for Joanna and Martin based on the case studies in assessment 3. Students' wording may vary, but their responses will need to reflect the content in the sample answers provided below:</i></p> <p><i>Joanna: Class delivery</i> <i>Martin: Lack of motivation, declining work quality, missing deadlines</i></p>
<p>Training and Skill Enhancement</p>	<p>List the skills and competencies that need improvement based on the assessment. <<Insert your response here>></p> <p><i>Assessor Instructions: Students will need to insert the specific skills and competencies where improvement is needed for Joanna and Martin based on the case studies in assessment 3. Students' wording may vary, but their responses will need to reflect the content in the sample answers provided below:</i></p> <p><i>Joanna: Engaging participants, better transitions between segments</i> <i>Martin: Time management skills</i></p>
<p>Goal Setting</p>	<p>Collaboratively set clear and achievable performance improvement goals with the fitness instructor. These goals should be specific, measurable, achievable, relevant, and time-bound (SMART). (Approx. word count per goal: 50 – 100 words)</p>

	<p>Assessor Instructions: <i>Students will need to set the goals in collaboration with the participants in the role plays that will play Joanna and Martin. The goals may differ, but they will need to be relevant to Joanna and Martin's case studies and meet the criteria of SMART (specific, measurable, achievable, relevant, and time-bound)</i></p> <p>Goal 1: <i>Specify the goal, explain how you will measure it, ensure it is achievable and relevant and give a timeframe on when you would like it to be achieved.</i> <<Insert your response here>></p> <p><i>For example, a SMART goal for a receptionist could be the following: The goal is to improve their customer service skills. We will measure it by conducting client surveys on customer service every two weeks and analysing the feedback. It is relevant to the person's role as one of their responsibilities is to provide good customer service. In two weeks, with adequate training, the Receptionist's customer service skills must be improved. The improvement will be measured through the surveys.</i></p> <p>Goal 2: <i>Specify the goal, explain how you will measure it, ensure it is achievable and relevant and give a timeframe on when you would like it to be achieved.</i> <<Insert your response here>></p> <p>Goal 3: <i>Specify the goal, explain how you will measure it, ensure it is achievable and relevant and give a timeframe on when you would like it to be achieved.</i> <<Insert your response here>></p>
<p>Mentoring and Coaching</p>	<p><i>Pair the fitness instructor with a mentor or coach who excels in the areas where improvement is needed. Regular one-on-one sessions with the mentor can provide guidance, feedback, and practical advice for overcoming performance challenges. Choose the fitness instructor the person feels most comfortable with.</i></p> <p><<Insert your response here>></p> <p>Assessor Instructions: <i>Students will need to pair Joanna with Suzanne and Martin with themselves.</i></p>

Self-directed learning	<p><i>Research online and provide three (3) self-directed learning activities. This could involve reading relevant books, attending industry conferences, or participating in online fitness communities, short courses, relevant qualifications, videos, and articles.</i></p> <ol style="list-style-type: none"><i>1. <<Insert your response here>></i><i>2. <<Insert your response here>></i><i>3. <<Insert your response here>></i> <p><i>Assessor Instructions:</i> <i>Students will need to identify three (3) self-directed learning activities relevant to the goals of Joanna and Martin.</i></p>
Review Date	<p><i>Insert a date to review this plan.</i></p> <p><i>Click or tap to enter a date.</i></p>