

Performance Improvement Plan Meeting

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This agenda template will help you kick off the performance improvement plan process, and ensure you and your employee start the plan on the right foot.

What is a PIP, and why now? (15 min)

Summary:

Next Steps:

Timeline of the PIP process (10 min)

Summary:

Next Steps:

Expectations for each stage (20 min)

Summary:

Next Steps:

Questions and clarifications (15 min)

Summary:

Next Steps:
