

Sample action plan

This document aims to help managers to identify and manage situations of unprofessionalism. This section is for managers to use to understand the behaviour.

What is the attitude or behavioural problem?	
Why has it happened?	
Why has it happened now?	
Who does it affect?	
What is the effect of the behaviour?	
Is the staff member aware of the problem?	
What is the risk if no action is taken?	
Suggestions for how this behaviour may be resolved	

Consider: What action will you take forward to manage this behaviour? Make sure it is SMART.

SMART action plan

This section of the plan should be mutually agreed between manager and team member to identify positive actions going forward.

<u>S</u>pecific	<u>M</u>easurable	<u>A</u>chievable	<u>R</u>ealistic	<u>T</u>imely

Consider: Who else will you need to involve, how will they be informed and are there any possible benefits or difficulties which may arise from the action plan?

Signed agreement to the plan

Staff member	Signed: Date:
Manager	Signed: Date: