



## PERFORMANCE IMPROVEMENT PLAN (PIP)

### Performance Improvement Plan (PIP)

<b>Date:</b>	<b>Name of employee:</b>	<b>Name of supervisor:</b>
September 9, 2021	Bonnie MacDonald	Holly Sitch
<b>Goals of the employee's position:</b>	Coordinate the travel arrangements, released Safely, meals and accommodations and travel Good communication skills with co-workers/managers/clients Networking and Liaise with other stakeholders/partners. Team player - Computer Skills Decision making at times	
<b>Which goals are not being met:</b>	Working with computer applications in Microsoft Relationships/interactions with clients sometimes - Mental Health concerns Financial decisions Networking with partners - Montieth	
<b>Timeline and path for reaching those goals:</b>	1)Microsoft Office training. (Claudio - October?) 2)Planning for a possible 4th COVID wave by reaching out to other services. (immediately - via email) 3) Financial decisions will all go to the manager. (on-going) 4) Reach out for legal guidance regarding Montieth protocols. (Holly) 5) Reach out to Timmins police services and strengthen relationship. (immediately - via email)	
<b>Next meeting date:</b>	September 23, 2021	

NOTES: