

## Development Plan

Concern and date Raised	Improvement Required	Timescale for Improvement	Support Required (if applicable)	Comments after review and date of Review
05/01/10 – Standard of written material being produced not acceptable.	Letters and reports to be produced to the standards provided	28/2/10	None	09/03/10 - All letters and reports produced to an acceptable level. X praised for their efforts and asked to maintain the standard.

Line Manager Signature (PRINT AND SIGN)

Employee Signature (PRINT AND SIGN)

