

Performance Improvement Plans: A Leader's Guide to Turning Things Around

GoSkills online course syllabus

Skill level

Beginner

Lessons

23

Accredited by

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Pre-requisites

No prior experience needed

Video duration

1h 10m

Estimated study time

1h 10m

Instructor

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Introduction

1 Turning it around

As a leader, implementing a performance improvement plan for one of your employees is never an easy decision.

Understanding the PIP Process

2 An overview

Previews are a movie fans best friend. After this lesson, you'll have a big picture look at what to expect from the entire PIP process.

What Happens Before a PIP?

3 Managing performance issues

Prior to being placed on a PIP, your employee has likely been struggling with performance issues or incorporating feedback.

4 Is a PIP the answer

Putting your employee on a performance improvement plan may not always be the solution you need, so making this decision can be challenging.

5 Setting the right intentions

Approaching a PIP with the wrong mindset wastes everyone's time, so it's important you go into this process with clear goals and intentions outlined.

6 Defining the performance issue

In order to achieve the results you're looking for regarding your employee's performance, you'll need to get very clear on what the issue at hand truly is.

Environmental Considerations

7

Company protocol

As a manager, you'll want to ensure you comply with any existing company policies around a PIP.

8

Human Resources involvement

Depending on your organizational structure or policies, your HR department may play a significant role in your PIP process.

9

Remote PIPs

Even when employees are working remotely, you'll likely still encounter situations where a PIP is needed.

Drafting the PIP Document

10

Crafting the document

The PIP document is the foundation of the PIP, as it dictates the milestones and areas of improvement for your employee.

11

Defining PIP goals

A major component of the PIP document is for it to include clear, actionable goals and opportunities for improvement.

Kicking off the PIP

12

Maintaining the PIP mindset

Maintaining your mindset, and the mindset of your employee, can be difficult as you work through a PIP.

13

Having the PIP conversation

Being prepared for a PIP conversation makes a big difference in your ability to remain level headed and confident in your decision.

14

Reactions to a PIP

It's natural for your employees to have strong reactions to being placed on a PIP, and some may not be entirely positive.

The PIP Process

15

PIP role division

Both the person placed on the PIP and their manager should have an active role in the process of completing the plan.

16 **Hosting PIP meetings**
As you work with an employee on a PIP, you should host regular check-in meetings.

17 **Involving others in the PIP**
Over the course of supporting an employee on a PIP, you may require input from others at your organization.

Bringing the PIP to a Close

18 **Assessing results**
As the PIP winds down, you will be at a crossroads with the employee where you'll need to identify next steps.

19 **Facing employee termination**
It's entirely possible that even with a performance improvement plan in place, you will still need to make the tough choice to let an employee go.

20 **Successful completion**
In the ideal scenario, your employee will complete the PIP successfully and be back on track.

21 **Employee demotions or transfers**
Even if the outcome of the performance improvement plan isn't ideal, the individual may still be a valuable asset to your team or organization.

22 **Extending the PIP**
On occasion, it may be necessary to extend the PIP if you haven't seen the progress you were looking for.

Conclusion

23 **Time to improve!**
Thanks for watching this course!

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