

# Individual Improvement Action Plan



The following Action Plan must be completed if any of the professional capability targets are unmet within the probationary period or appraisal. This can also be used as a formal record and plan to address performance/skill or competency gaps in practice.

Name: [Click or tap here to enter text.](#)

In order to achieve the professional capability performance targets and competencies; the following actions and activities are required as set out below				
What is required?		Links to performance target and competency: (list the target no/ref. no from the job description)	When will you do this?	Date completed
Area of need: Performance, skill and/or competency gap identified above	Development activity or action required to achieve this target/competency			