

30 DAY CORRECTIVE ACTION PLAN

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GOAL The ideal outcome of the problem being addressed.		Step 1
ACTION ITEMS The steps required to reach the goal.		Step 2
RESOURCES Anything needed to assist with reaching the goal.		Step 3
SCHEDULE The check-in points with employee.		Step 4
wk 1		wk 4
wk 2		wk 5
wk 3		wk 6
OUTCOME The final result.		Step 5

PREPARER NAME	SIGNATURE	DATE

EMPLOYEE NAME	SIGNATURE	DATE

DISCLAIMER

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