

Performance and Development Bi-annual Review

Name:

Team:

Line Manager:

Date:

Objective Number	Objectives	Measures	Actions and Development for first half (To be completed at beginning of year)
<p><i>Example</i> 1</p>	<p><i>Example</i> Manage Sales team</p>	<p><i>Example</i> Motivate and develop the Sales team in order to achieve consistent and effective performance.</p>	<p><i>Example</i> Amber: Undertake training to develop motivational skills</p>

GREEN: Objective is on track	AMBER: Objective is off-track, but achievable	RED: Objective is unlikely to be achieved
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GREEN: Objective is on track	AMBER: Objective is off-track, but achievable	RED: Objective is unlikely to be achieved
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Performance and Development Bi-annual Review

Objective Number	Objectives	Measures	Actions and Development for second half (To be completed after 6 months)

GREEN: Objective is on track	AMBER: Objective is off-track, but achievable	RED: Objective is unlikely to be achieved
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Performance and Development Bi-annual Review

Objective Number	Objectives	Measures	Actions and Development for second half (To be completed after 6 months)

GREEN: Objective is on track	AMBER: Objective is off-track, but achievable	RED: Objective is unlikely to be achieved
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Objective Number	Objectives	Measures	Progress to Date (To be completed at year end)

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Objective Number	Objectives	Measures	Progress to Date (To be completed at year end)

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Team member's comments:

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Line manager's comments:

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