**Coaching Log**

**Employee: Position: Department:**

**Supervisor: Supervisor Title:**

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| **Date** | **Discussion/Actions** |
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**Action**

\_\_\_\_ PIP successful completed.

**\_\_\_\_** PIP progressed to step 2 for continued review/revision

**\_\_\_\_** PIP not successfully completed and management action to be taken

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**Supervisor Signature Date**