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# ENHANCING WORKPLACE PERFORMANCE AND CULTURE

THE IMPORTANCE OF BEHAVIORAL AND PERFORMANCE  
IMPROVEMENT PLANS IN LEADING TEAMS

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“The fundamental task of management remains the same: to make people capable of joint performance through common goals, common values, the right structure, and the training and development they need to perform and to respond to change.”

*Peter F. Drucker, Educator and Author.*

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## Advisory Disclaimer

This guide is intended as a reference tool for leaders of technology organizations. It provides general insights and best practices but is not a substitute for formal Human Resources (HR) policies or procedures. All actions and decisions based on this guide should be carried out in consultation with your organization’s Human Resources department to ensure alignment with internal policies, employment laws, and local regulatory requirements.

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“Team results don’t happen by chance—  
they’re the sum of individual contributions,  
commitments, actions, and accountability.  
Every person’s performance is a thread in  
the fabric of success.”

*Mary Patry PCC, Executive Coach and Leadership Advisor*

## I. Introduction

In today's fast-paced and ever-evolving workplace, managers are tasked with the delicate balance of holding employees accountable while fostering their professional growth. Striking this balance isn't always easy—but with the right tools, it becomes an opportunity for transformation. **Behavioral Improvement Plans (BIPs) and Performance Improvement Plans (PIPs)** are not just corrective measures; they are powerful catalysts for employee success, team cohesion, and long-term organizational strength.

This white paper dives into the strategic impact of BIPs and PIPs, demonstrating how these frameworks help managers guide employees toward positive behavioral changes and enhanced performance. BIPs play a crucial role in addressing workplace behaviors that can disrupt team synergy, while PIPs offer structured support for employees facing performance challenges. Through clear goal setting, personalized coaching, and meaningful accountability, these plans empower employees to grow rather than fear repercussions.

More than just a roadmap for improvement, BIPs, and PIPs, when used effectively, build trust, engagement, and a culture of continuous learning. This paper shares best practices for implementing these plans with empathy, ensuring they are seen as developmental tools—not punitive measures. By integrating structured improvement plans into performance management, organizations can reduce turnover, boost morale, and create a workplace where employees feel valued, supported, and motivated to succeed.

When approached with intention and care, BIPs and PIPs become more than just policies—they become leadership tools that foster resilience, confidence, and long-term success for both individuals and teams.

Let's explore how to turn workplace challenges into opportunities for growth.

## II. Behavioral and Performance Improvement Plans

As a team manager, one of the most important responsibilities is ensuring that employees perform effectively while maintaining a positive and professional work environment. Two essential tools that help managers address workplace challenges are the **Behavioral Improvement Plan (BIP)** and the **Performance Improvement Plan (PIP)**. These structured approaches provide employees with clear expectations, support, and accountability, ultimately leading to a stronger, more productive team.

### *Fostering a Healthy Team Culture with a Behavioral Improvement Plan (BIP)*

A **Behavioral Improvement Plan (BIP)** is used when an employee's **behavior** negatively affects team dynamics, communication, or workplace morale. Issues such as frequent conflicts, unprofessional interactions, or resistance to Feedback can disrupt team harmony and lower overall engagement. As a manager, ignoring such behavior can result in increased tension, lower productivity, and even employee turnover.

By implementing a **BIP**, managers can directly address behavioral concerns in a structured and professional manner. The plan outlines specific expectations, provides coaching or training, and includes regular check-ins to measure progress. When employees are given the opportunity to reflect and improve their behavior, it not only benefits them personally but also enhances overall team collaboration, trust, and morale.

### *Driving Team Success with a Performance Improvement Plan (PIP)*

While a BIP focuses on behavior, a **Performance Improvement Plan (PIP)** is designed to help employees meet **job-related expectations**. Whether it's missing deadlines, producing low-quality work, or struggling with key responsibilities, a PIP provides a structured roadmap for improvement. As a team manager, it's important to address performance issues early before they impact overall team success.

A well-crafted PIP includes clear performance goals, actionable steps, and necessary resources, such as training or mentorship. It also establishes a realistic timeline for improvement, ensuring that employees have the time and support needed to succeed. When managers implement a PIP effectively, they not only help struggling employees regain confidence but also prevent the need for more severe actions like termination, which can disrupt team stability.

### *How Effective Managers Use BIPs and PIPs to Lead Successfully*

For these improvement plans to work, team managers must approach them with clarity, fairness, and a supportive mindset. Employees need to understand the expectations and the consequences of not improving, but they should also feel encouraged to develop and succeed. The key is to balance accountability with support, providing Feedback that is constructive rather than punitive.

By implementing BIPs and PIPs effectively, managers can:

- Enhance team collaboration by addressing behavioral conflicts early.
- Improve individual and team productivity through structured performance support.
- Retain valuable employees by giving them opportunities to grow rather than resorting to immediate dismissal.
- Strengthen leadership credibility by demonstrating fairness, consistency, and a commitment to employee development.

In the long run, managers who use BIPs and PIPs as coaching tools rather than just disciplinary measures create high-performing, engaged, and motivated teams. The goal is not just to correct issues but to empower employees to reach their full potential and contribute positively to the organization.

Both **Behavioral Improvement Plans (BIP)** and **Performance Improvement Plans (PIP)** aim to help employees improve, but they focus on different areas.

Aspect	Behavioral Improvement Plan (BIP)	Performance Improvement Plan (PIP)
<b>Focus</b>	Addresses workplace behavior, attitude, and interpersonal skills.	Targets work-related performance, productivity, and skill gaps.
<b>Examples of Issues</b>	<ul style="list-style-type: none"> <li>- Unprofessional conduct</li> <li>- Poor teamwork or communication</li> <li>- Workplace conflicts</li> <li>- Negative attitude or insubordination</li> </ul>	<ul style="list-style-type: none"> <li>- Missed deadlines</li> <li>- Low-quality work</li> <li>- Failure to meet job expectations</li> <li>- Lack of necessary skills</li> </ul>
<b>Goal</b>	Improve behavior to align with workplace culture and values.	Enhance job performance to meet company standards.
<b>Common Actions</b>	<ul style="list-style-type: none"> <li>- Coaching &amp; mentoring</li> <li>- Clear behavior expectations</li> <li>- Conflict resolution training</li> <li>- Regular feedback sessions</li> </ul>	<ul style="list-style-type: none"> <li>- Skill-building workshops</li> <li>- Clear performance metrics</li> <li>- Regular progress reviews</li> <li>- Task-based goals</li> </ul>
<b>Outcome If Not Improved</b>	Possible reassignment, demotion, or termination.	Potential job loss or change in responsibilities.

### III. Which Is the Right Performance Plan?

- Use a BIP if the main issue is behavioral (e.g., attitude, communication, professionalism).
- Use a PIP if the problem is work performance (e.g., missed goals, skill deficiencies).

## IV. Behavior Improvement Plan

### Manager's Preparation Guide – BIP

Before implementing a Behavioral Improvement Plan (BIP), a manager should gather relevant information, define clear expectations, and prepare a structured plan. Here's a guide:

#### 1. Identify the Behavioral Issues Clearly

- Observe and document specific instances of poor communication, negative attitudes, and outbursts.
- Gather examples of how these behaviors have impacted the team, work environment, or productivity.
- Review any past performance reviews, complaints, or feedback related to the employee's behavior.

**TIP:** Be objective—use facts, not personal opinions.

#### 2. Define the Expected Behavior Standards

- Outline what professional behavior looks like in the company (e.g., respectful communication, constructive Feedback, teamwork).
- Align expectations with the company's core values and policies.
- Be clear on what improvements are required and how they will be measured.

**Example:**

- **Current Behavior:** Interrupts colleagues and speaks in a dismissive tone.
- **Expected Behavior:** Listens actively, speaks professionally, and respects others' input.

#### 3. Gather Supportive Resources

- Identify training programs, coaching sessions, or workshops (e.g., communication skills, conflict resolution).
- Consider assigning a mentor or HR support to help guide improvement.
- Plan for regular feedback meetings (weekly or biweekly) to track progress.

**TIP:** Ensure resources are accessible and relevant to the employee's challenges.

#### 4. Develop the BIP Document

Include these key sections:

- Identified issues (specific behaviors and examples).
- Expected improvements (clear, measurable goals).
- Action plan (training, coaching, check-ins).
- Timeline for progress (e.g., 30, 60, 90 days).
- Consequences if no improvement (warnings, reassignment, or termination).
- Employee acknowledgment (signature to confirm understanding).

**TIP:** Keep it clear, structured, and supportive, not just punitive.

## 5. Schedule a Meeting to Present the BIP

- Choose a private, neutral setting for the discussion.
- Stay professional and supportive—the goal is to help, not punish.
- Explain the issues, expectations, and support being provided.
- Allow the employee to ask questions and express concerns.

**TIP:** Keep the tone constructive—focus on **improvement, not punishment.**

## 6. Monitor Progress and Provide Feedback

- Schedule weekly or biweekly check-ins to review improvements.
- Provide honest Feedback—acknowledge progress and address setbacks.
- Keep written records of discussions and observations.
- Be ready to adjust the plan if necessary (e.g., extending training).

**TIP: Encourage self-reflection** by asking, *"What do you think went well this week? What can you improve?"*

## 7. Take Action if No Improvement Occurs

If the employee does not show significant improvement:

- Issue formal warnings (verbal, then written).
- Consider HR intervention for further coaching or reassignment.  
If behavior persists, move to disciplinary actions (probation, demotion, or termination).

**TIP:** Keep detailed documentation in case legal issues arise later.

## Final Thoughts – BIP

A **BIP** is a tool for support and growth, not just discipline. As a manager, your role is to set clear expectations, provide resources, and track progress while holding the employee accountable.

## V. Communicating Behavior Improvement Plan

### Option 1: BIP Meeting Script

#### Step 1: Opening the Discussion

**Manager:**

*"Thank you for meeting with me today. I want to have an open and constructive conversation about some behavioral concerns that have been affecting the workplace. Our goal is to support you in making improvements and maintaining a positive and professional work environment."*

*"This is not a disciplinary action but rather an opportunity to address these concerns and help you succeed in your role. We value your contributions and want to ensure a positive path forward."*

#### Step 2: Address Behavioral Issues with Specific Examples

**Manager:**

*"We have identified some behavioral challenges that need improvement. Specifically, we have observed the following:"*

- **Issue 1:** [E.g., Poor communication] – *There have been multiple instances where your tone or approach in conversations has been perceived as dismissive or unprofessional.*
- **Issue 2:** [E.g., Negative attitude] – *Team members have expressed concerns about a lack of collaboration or a negative approach to discussions.*
- **Issue 3:** [E.g., Frequent outbursts or harsh criticism] – *There have been situations where Feedback has been delivered in a way that feels overly critical or confrontational, which impacts team morale. "These behaviors have created challenges in teamwork and collaboration, and we want to work together to ensure a more constructive approach moving forward."*

#### Step 3: Explain the Expected Behavioral Changes & Action Plan

**Manager:**

*"To help you improve in these areas, we have developed a Behavioral Improvement Plan (BIP). The goal is to support your growth and create a better work environment for everyone."*

**Expected Improvements:**

- Communicate in a professional and respectful manner with colleagues and supervisors.
- Maintain a positive and solution-oriented attitude in discussions.
- Provide Feedback in a constructive way without excessive criticism.
- Demonstrate active listening and openness to different perspectives.

## Step 4: Support & Action Plan

**Manager:**

*"To help you succeed, we are providing the following resources and support:"*

- Coaching or mentorship to provide guidance on effective communication.
- Behavioral training sessions focused on professional interactions and conflict resolution.
- Regular check-ins with your supervisor to discuss progress and provide Feedback.
- Self-reflection exercises to help recognize triggers and develop better responses.

*"We will work together to track progress through weekly/biweekly meetings and provide ongoing feedback."*

## Step 5: Timeline and Consequences

**Manager:**

*"This plan will be in place for [30/60/90] days, during which we will review your progress regularly."*

*"We want to see positive change, but if significant improvement is not made, we may need to take further action, such as formal warnings or additional disciplinary measures. Our goal is to help you succeed, so we encourage you to take this seriously and actively work on these improvements."*

## Step 6: Employee Acknowledgment & Next Steps

**Manager:**

*"Do you have any questions or concerns about this plan? We want to make sure you feel supported as we move forward."*

(Allow the employee to share their thoughts and address any concerns.)

*"You will receive a written copy of the BIP, and we ask that you review and sign it to confirm your understanding. Our first follow-up meeting will be on [date]. We are committed to your success and will support you throughout this process."*

(End the meeting on a positive and encouraging note.)

## Option 2: BIP Email Notification

**Subject:** Behavioral Improvement Plan (BIP) Discussion

Dear [Employee's Name],

I would like to meet with you to discuss some behavioral concerns that have been observed in the workplace. Our goal is to provide a structured plan to help you make improvements in key areas while ensuring a positive and professional work environment.

During this meeting, we will:

- Address specific behavioral concerns and their impact.
- Outline clear expectations and action steps for improvement.
- Discuss available support, including coaching or training.
- Establish a timeline for regular progress check-ins.

We have scheduled this meeting for **[date & time]** at **[location/virtual link]**. Please confirm your availability.

If you have any questions before the meeting, feel free to reach out. We are committed to supporting you and helping you succeed in your role.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

## VI. Behavioral Improvement Plan (BIP) Template

**Employee Name:** [Name]

**Position:** [Job Title]

**Department:** [Department]

**Supervisor:** [Supervisor's Name]

**Date:** [Start Date]

**Review Date:** [End Date]

### 1. Identified Behavioral Issues

- Poor communication skills (unclear, dismissive, or unprofessional interactions).
- Negative attitude (lack of teamwork, resistance to Feedback, or pessimism).
- Frequent outbursts and harsh criticism of colleagues.

### 2. Expected Behavioral Improvements

The employee is expected to:

- Communicate professionally and respectfully with colleagues and supervisors.
- Maintain a positive and solution-oriented attitude in the workplace.
- Provide constructive Feedback in a professional and non-confrontational manner.
- Practice active listening and demonstrate openness to different perspectives.

### 3. Action Plan & Support

Action	Details	Support Provided	Timeline
<b>Communication Training</b>	Attend workshops or coaching sessions to improve communication skills.	Company-sponsored training mentorship.	Within 30 days
<b>Behavioral Coaching</b>	Meet with a supervisor or HR for weekly check-ins on progress.	1-on-1 coaching, written Feedback.	Ongoing for 3 months
<b>Conflict Resolution Training</b>	Learn how to handle disagreements professionally.	Online course or internal training.	Within 60 days
<b>Feedback Guidelines</b>	Follow a structured approach to giving Feedback (e.g., "constructive, solution-oriented").	Supervisor guidance, role-playing scenarios.	Immediate & ongoing
<b>Attitude Adjustment</b>	Self-reflect on triggers for outbursts and practice professional responses.	Support from HR, mindfulness exercises.	Immediate & ongoing

#### 4. Progress Monitoring & Accountability

- Weekly check-ins with the supervisor to discuss improvements and challenges.
- Monthly written progress reviews to assess behavioral changes.
- Self-assessment reflection to encourage personal awareness

#### 5. Consequences of Non-improvement

If the employee does not show significant behavioral improvement within the given timeline, the following actions may be taken:

- Verbal and written warnings
- Further disciplinary actions (probation, reassignment, demotion)
- Termination if behavior remains unchanged

#### 6. Acknowledgment & Commitment

I acknowledge that I have reviewed and understood this plan. I commit to making the necessary changes to improve my workplace behavior.

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## VII. Performance Improvement Plan

### Manager's Preparation Guide - PIP

Before implementing a Performance Improvement Plan (PIP), a manager must gather key information, define clear expectations, and prepare a structured plan. Here's what you need to do:

#### 1. Identify the Performance Issues

- Document specific instances of poor performance (missed deadlines, low-quality work, inefficiency).
- Gather quantifiable data (e.g., error rates, project completion times, missed targets).
- Review past performance reviews, Feedback, or complaints from colleagues or clients.

**TIP:** Focus on facts and data rather than opinions.

#### 2. Define the Performance Expectations

- Outline the specific job responsibilities and expected standards the employee should meet.
- Make sure expectations are measurable, achievable, and relevant to their role.
- Consider benchmarks or industry standards for performance.

**Example:**

- **Current Performance:** Completes only 60% of assigned reports on time.
- **Expected Performance:** Submit 100% of reports by the deadline with no more than two minor errors per report.

#### 3. Identify the Root Causes

- Workload issues – Is the employee overwhelmed with tasks?
- Lack of skills or training – Do they need additional guidance or resources?
- Motivation & engagement – Are they disengaged or facing personal challenges?
- Work environment factors – Are there distractions or process inefficiencies?

**TIP:** If needed, have a private discussion with the employee to understand their perspective.

#### 4. Define the Action Plan & Support

- Choose targeted interventions (training, mentorship, additional resources).
- Set up regular check-ins for tracking progress.
- Provide access to necessary tools (software, reference materials, or coaching).
- **Example Actions:**
- Assign a mentor for guidance.
- Provide time management training.
- Implement weekly check-ins with clear goals

## 5. Set a Realistic Timeline for Improvement

- Typically, 30, 60, or 90 days, depending on the severity of the issue.
- Allow enough time for meaningful progress, but set firm deadlines.
- Specify when performance will be reviewed and the criteria for success.

### Example:

- First 30 days: Employee should complete 80% of tasks on time
- By 60 days: Accuracy should improve to 95% with fewer than two errors per project.

## 6. Prepare for the PIP Meeting

- Choose a private, neutral setting.
- Maintain a professional and supportive tone—the goal is improvement, not punishment.
- Be clear and direct about the issue, expectations, and consequences.
- Allow the employee to ask questions and express concerns.
- Have the employee sign the PIP document to confirm understanding.

**Tip:** Frame it positively—"This plan is to help you succeed in your role."

## 7. Track Progress & Adjust if Needed

- Weekly or biweekly check-ins to review progress and provide Feedback.
- Keep written records of discussions and improvements.
- Adjust support resources if the employee is making an effort but is still struggling.
- If no improvement is seen, document warnings and escalate accordingly.

**Tip:** Recognize and reward small wins to keep the employee motivated.

## 8. Take Action if No Improvement Occurs

- If performance does not improve within the given timeframe:
- Issue formal warnings (verbal and written).
- Consider role reassignment or additional training if the employee shows effort but struggles.
- If expectations are still not met, proceed with termination or other disciplinary actions.

**Tip:** Ensure HR is involved in every step to handle legal and policy compliance.

## Final Thoughts - PIP

A PIP should be a roadmap for success, not just a step toward discipline. As a manager, your role is to provide support, set clear expectations, and track progress while holding the employee accountable.

## VIII. Communicating Performance Improvement Plan

### Option 1: PIP Meeting Script

#### Step 1: Opening the Discussion

**Manager:**

*"Thank you for taking the time to meet with me today. I wanted to have this conversation because we've noticed some challenges in your performance that need improvement. The purpose of this discussion is to provide you with clear expectations, support, and a structured plan to help you succeed in your role."*

*"This is not a disciplinary action but rather an opportunity to work together to address these concerns and set you up for success."*

#### Step 2: Address Performance Issues with Specific Examples

**Manager:**

*"We have identified a few key areas where improvement is needed:"*

1. **Issue 1:** [E.g., Missed deadlines] – *You have missed [X] deadlines in the past [timeframe], which has affected project timelines.*
2. **Issue 2:** [E.g., Accuracy concerns] – *There have been recurring errors in your work that require corrections, impacting team efficiency*
3. **Issue 3:** [E.g., Lack of efficiency] – *Tasks assigned to you take longer than expected, and we need to ensure work is completed within set timeframes.*

*"These issues are affecting the team and overall productivity, which is why we are implementing a Performance Improvement Plan (PIP) to help you address them."*

#### Step 3: Explain the Expectations & Action Plan

**Manager:**

*"To help you succeed, we have outlined specific goals and action steps in the PIP. Here's what we expect moving forward:"*

1. **Expectation 1:** Complete all tasks accurately and within deadlines.
2. **Expectation 2:** Improve efficiency by prioritizing work and using time management strategies.
3. **Expectation 3:** Demonstrate consistent performance aligned with job responsibilities.

*"To support you in this process, we are providing the following resources:"*

- Training sessions on [specific skill].
- Weekly one-on-one coaching to discuss progress.
- Time management tools and guidance to help with task prioritization.

## Step 4: Discuss the Timeline and Consequences

**Manager:**

*"This plan will last for [30/60/90] days, during which we will meet [weekly/biweekly] to review your progress."*

*"It's important that significant improvement is made within this timeframe. If the expected improvements are not achieved, further actions may be taken, including formal warnings, reassignment, or potential termination."*

## Step 5: Employee Acknowledgment & Next Steps

**Manager:**

*"I want to emphasize that this plan is here to support you. We believe in your ability to improve, and we're providing you with the tools to succeed. Do you have any questions or concerns about this process?"*

(Allow the employee to respond and discuss any concerns.)

*"You will receive a formal copy of the PIP, and we ask that you review and sign it to confirm your understanding. Our first follow-up meeting will be on [date]. We look forward to working with you on this plan."*

**(End the meeting on a positive and supportive note.)**

## Option 2: PIP Email Notification

**Subject:** Performance Improvement Plan (PIP) Discussion

Dear [Employee's Name],

I hope you are doing well. I would like to meet with you to discuss your current performance and develop a structured plan to help you improve in key areas. Our goal is to provide the necessary support and resources to help you succeed in your role.

During this meeting, we will:

- Review performance concerns and specific areas for improvement.
- Outline clear expectations and an action plan to support your progress.
- Discuss available training and mentorship opportunities.
- Establish a timeline for regular progress reviews.

We have scheduled this meeting for **[date & time]** at **[location/virtual link]**. Please confirm your availability.

If you have any questions before the meeting, feel free to reach out. We are committed to your success and look forward to working with you on this plan.

Best regards,  
 [Your Name]  
 [Your Job Title]  
 [Company Name]

# IX. Performance Improvement Plan (PIP) Template

**Employee Name:** [Name]  
**Position:** [Job Title]  
**Department:** [Department]  
**Supervisor:** [Supervisor's Name]  
**Date Issued:** [Start Date]  
**Review Date:** [End Date]

## 1. Purpose of the PIP

This Performance Improvement Plan (PIP) is designed to help [Employee Name] address performance deficiencies and achieve the expected standards in their role. The goal is to provide clear expectations, necessary support, and a structured timeline for improvement.

## 2. Identified Performance Issues

The following performance concerns have been identified:

Issue	Examples / Impact
Low-quality work	Frequent errors in reports and missed details in tasks.
Missed deadlines	Failure to complete projects on time affects team productivity.
Lack of efficiency	Taking longer than expected to complete assigned tasks.
Inconsistent performance	Some tasks are done well, others below expectations.

## 3. Expected Performance improvements

[Employee Name] is expected to:

- Complete tasks accurately and with minimal errors.
- Meet all deadlines as assigned.
- Improve efficiency by working within the expected timeframes.
- Maintain consistent performance aligned with job responsibilities.

#### 4. Action Plan & Support

Action	Details	Support Provided	Timeline
<b>Training &amp; Skill Development</b>	Attend training sessions to improve necessary skills.	Online courses, mentorship, shadowing a senior employee.	Within 30 days
<b>Clear Task Expectations</b>	Receive clearly defined tasks with deadlines.	Supervisor to provide step-by-step guidance.	Immediate
<b>Time Management Coaching</b>	Learn techniques for prioritizing tasks effectively.	Supervisor coaching and time management tools.	Ongoing
<b>Weekly Progress Reviews</b>	Meet with the manager to review progress and challenges.	Feedback sessions with actionable steps.	Every week

#### 5. Progress Monitoring & Accountability

- **Weekly check-ins** with the supervisor to assess improvement.
- **Midway progress review** at [Midpoint Date] to discuss areas still needing work.
- **Final review** at [End Date] to determine if performance has met expectations.

#### 6. Consequences of non-improvement

If performance does not improve within the specified timeframe, the following actions

- Formal warning if no significant progress is seen.
- Reassignment or demotion **to** a more suitable role if necessary.
- Employment termination if performance remains unsatisfactory after multiple interventions.

#### 7. Acknowledgment & Commitment

I acknowledge that I have reviewed and understood this Performance Improvement Plan. I am committed to making the necessary changes to meet the expectations outlined.

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## X. Summary

Behavioral Improvement Plans (BIPs) and Performance Improvement Plans (PIPs) are powerful tools that foster accountability, professional growth, and long-term organizational success. By implementing these structured frameworks, managers proactively address behavioral and performance challenges, providing employees with a clear pathway for improvement.

BIPs are instrumental in cultivating a positive workplace culture, tackling disruptive behaviors that hinder teamwork, communication, and morale. Through focused coaching, clear expectations, and continuous feedback, employees align their behaviors with organizational values, contributing to a harmonious team environment. Similarly, PIPs empower struggling employees with the guidance needed to enhance job performance, meet expectations, and develop essential skills for success. With tailored support, clear benchmarks, and regular progress monitoring, managers help employees regain confidence and avoid severe disciplinary actions.

The strategic use of BIPs and PIPs benefits both employees and organizations. When these plans serve as developmental tools rather than punitive measures, they reduce turnover, increase employee engagement, and foster a culture of continuous learning. Managers who implement these plans effectively enhance their leadership credibility by embodying fairness, consistency, and a genuine commitment to employee success.

Organizations that embrace structured improvement plans within their performance management strategies create an environment where expectations are clear, challenges are met constructively, and employees feel empowered to grow. By achieving a balance between accountability and support, managers not only uplift individual and team performance but also pave the way for sustainable success for the entire organization.

## XI. Closing

Navigating the complexities of BIPs and PIPs requires patience, empathy, and a genuine investment in employee growth. While these plans can sometimes feel challenging to implement, they offer a meaningful opportunity to support employees in overcoming obstacles and reaching their full potential. Effective leadership in these moments is about more than just enforcing policies—it's about inspiring resilience, fostering trust, and demonstrating a belief in everyone's ability to succeed. When approached with care and a growth mindset, BIPs, and PIPs can transform workplace challenges into stepping-stones for professional development, stronger team dynamics, and long-term organizational success.

Trust yourself – you got this!

Warm Regards,  
Mary



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**ABOUT**

With over 40 years of hands-on leadership in the IT world, Mary Patry combines unparalleled expertise with a passion for helping others thrive. Transitioning from a distinguished corporate IT executive leadership career, Mary now dedicates her time to coaching professionals to reach new heights, both personally and professionally.

**A Visionary Leader and Trusted Coach** Mary’s coaching is all about crafting a sustainable, inspiring vision for success. She draws on her rich experience, core values, and unique leadership insights to empower her clients to envision and achieve goals they once thought were unattainable. Her strategic mindset and proven track record make her a sought-after coach for those looking to elevate their careers in technology.

**Decades of IT Excellence** Mary’s depth of knowledge in technology management is the result of decades of commitment and strategic growth. Known for her ability to lead the design and implementation of actionable IT programs, Mary has consistently driven value and business influence. Her stellar reputation in the industry speaks volumes about her ability to deliver impactful results.

**Empathy and Expertise in Harmony** Mary’s unique coaching approach, which combines technical acumen with heartfelt understanding, sets her apart. She excels at listening and understanding her clients’ core motivations, guiding them to build futures aligned with their values and priorities. Since 2013, Mary has guided over 400 technology executives across the globe on their journey to success.

**Accredited and Acclaimed** Mary’s credentials are a testament to her dedication and skill. She holds a Coach U Graduate Certification and is a Professional Certified Coach with the International Coaching Federation. Mary’s commitment to continuous learning and development ensures that her coaching clients receive the highest level of support and guidance, backed by the latest industry knowledge.

**Transform Your Vision into Reality** Whether you’re looking to navigate new challenges, define your priorities, or achieve extraordinary goals, Mary’s coaching is your key to unlocking your full potential.

**REPRESENTATIVE ENGAGEMENTS**

- C-Level IT, SVP Financial Services (executive leadership, executive presence, org change)
- C-Level IT, SVP Biopharmaceutical (onboarding, baseline assessment, org change)
- Global Executive IT Director, Medical Devices (assuming expanded global role)
- IT European Director, Animal Sciences - (improving global relationships)
- Head of IT, Non-Profit US Sports Association (new leadership role, org design, strategy)
- VP IT, Military Organization (onboarding into new IT Role)
- VP IT, Healthcare Provider (work/life balance, executive presence, stress management)
- Director IT Architecture, Global Manufacturing (priority management, strategic presence)
- Director, Sales and Marketing, Global Staffing Firm (executive presence, communications)

**REPRESENTATIVE CLIENTS**

ABM Industries, Aquent, City of Avondale, BAE, Blue Cross Blue Shield CA, CareFirst, Celestica, DewPoint, DeBeers, Dow Chemical, Eli Lilly, Emergent BioSolutions, FedEx, Genworth, Howard Hughes Medical Institute, IDEXX Laboratories, Kaiser Permanente, Karl Storz Endoscopy, Liberty Mutual, LPGA, Make-A-Wish, Owens Corning, ServiceNow, St Jude’s, Circle K, Univ. of Arizona, Western Union, Wipro, Zimmer, Inc



