******30 DAY CORRECTIVE ACTION PLAN**

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