



We build strong **PEOPLE**
strong **FAMILIES** strong **COMMUNITIES**

YMCA of Sydney

5th November 2010

John Lord
[REDACTED]

Re: Performance Plan

Dear John,

As discussed in your performance review on Friday 5th November, I have some concerns with regard to the accuracy of some aspects of your work.

Specifically I highlight the following observations:

- Submissive leadership skills
- Difficulty completing tasks on time
- Inadequate programming and documenting tasks completed
- Unsatisfactory understanding of Q & A requirements

As discussed, I am happy to concede that adequate training may not have provided commencing your appointment in your current role to allow for sufficient development of these tasks with accuracy. Subsequently, I have made the following training arrangements to allow for you to succeed in this role:

- Time management Training

John, you should note that the purposes of providing this training is to ensure you have a thorough understanding of your role and required responsibilities. We defined at today's meeting that your key areas of accountability are:

- Programming and Documentation
- Q & A requirements
- Timelines

The following list has been compiled. Please ensure the tasks detailed are completed by the week end (Friday of each)

Week 5

- Email invoices
- Chase up outstanding fees
- Write ideas / suggestions for staff meeting
- Supervisors meeting
- fundraising ideas – organize a new fundraiser
- Vacancies for next week
- Afternoon tea shopping
- Casuals entered
- Rolls marked
- Next weeks rolls printed
- Fees
- Enter fee payments/print receipts

- Programs + evaluations
- Update all forms at centre/photocopying
- Update allergies chart
- Update emergency contacts list
- Document any changes and reflections
- Seek family feedback
- Children's feedback
- Schools feedback
- Usage data sent weeks 3 & 4
- Centre staff meeting
- Complete cleaning checklists
- Check & reply to centre emails

Week 6

- ½ hour volunteer research
- Assist in delivering vac care flyers
- Vacancies for next week
- Afternoon tea shopping
- Coordinator / supervisor report due
- Casuals entered
- Rolls marked
- Next weeks rolls printed
- Programs + evaluations
- Update all forms at centre/photocopying
- Update allergies chart
- Update emergency contacts list
- Document any changes and reflections
- Complete cleaning checklists
- Check & reply to centre emails

Week 7

- Vacancies for next week
- Email invoices
- Assist in delivering vac care flyers
- Kindy orientations (yearly)
- Chase up all outstanding fees + let Jacqui know of any problem families
- Afternoon tea shopping
- Write ideas / suggestions for staff meeting
- Supervisors meeting
- Casuals entered
- Rolls marked
- Next weeks rolls printed
- Fees
- Enter fee payments/print receipts
- Programs + evaluations
- Update all forms at centre/photocopying
- Update allergies chart
- Update emergency contacts list
- Send usage data weeks 5 & 6
- Document any changes and reflections
- Complete cleaning checklists
- Check & reply to centre emails
- v/c shopping for own planned day.

Week 8

- ½ hour volunteer research
- Coordinator / supervisor report due

- Organise orientation afternoons for new families (yearly)
- Vacancies for next week
- Afternoon tea shopping
- Casuals entered
- Rolls marked
- Next weeks rolls printed
- Fees
- Enter fee payments/print receipts
- Programs + evaluations
- Update all forms at centre/photocopying
- Update allergies chart
- Update emergency contacts list
- Document any changes and reflections
- Blurb for school newsletter
- Complete cleaning checklist
- Check & reply to centre emails

Week 9

- Write ideas / suggestions for staff meeting
- Staff meeting
- Prepare crafts for presentation for Holiday meeting
- ALL FEES TO BE FINALISED FOR END OF TERM
- Outstanding fee letters
- End Ezy payments
- Check all centre forms, update and refill
- Vacancies for next week
- Afternoon tea shopping money
- Casuals entered
- Rolls marked
- Next weeks rolls printed
- Fees
- Enter fee payments/print receipts
- Programs + evaluations
- Update all forms at centre/photocopying
- Update allergies chart
- Update emergency contacts list
- Document any changes and reflections
- Send usage data weeks 6 & 7
- Complete cleaning checklists
- Check & reply to centre emails
- Centre staff meeting/evaluate goals for term.

Week 10

- ½ hour volunteer research
- Letter of thanks for support throughout term to schools
- Chase up calls for any final fees. Report all overdue fees to Jacqui
- prepare for vac care (all supervisors are involved in the following tasks)
 - Packing craft draws
 - Written program
 - Allergies charts
 - checking stock 1st aid bags
 - daily info folder (inside copies of all excursion logs, accident/incident/behavioral forms, grounds checklists, lesson plans, photocopies of themed stencils, directions to excursions, invoices e.t.c)
 - Updating daily routine
- AASC evaluation feedback forms

- AASS booking of next terms sports/fax back confirmations
- Vacancies for next week
- Organize new cleaning checklists for next term + sign in /out sheets etc.
- Check first aid and restock
- Afternoon tea shopping money
- Coordinator / supervisor report due
- Casuals entered
- Rolls marked
- Fees
- Enter fee payments/print receipts
- Programs + evaluations
 - Document any changes and reflections
 - Send usage data weeks 8 & 9
- Complete cleaning checklists
- Check & reply to centre emails
- Clean centres
 - Wipe out fridges, ovens, cupboards
 - Clean all tables + chairs
 - Dispose of perishable foods
 - Vac floors/wash hard floors
 - Dispose of rubbish from centres

Yearly

- Q&A touch base. Where are we at? What's next step for the centre?
- Attend kindy orientation assemblies including 5 minute presentation (term 4)\
- Organize and liaise with school teachers regarding information required for Kindy Packages (term 3 or 4)
- Prepare information and new documents for following years enrolments (term 4).
- Distribute appropriate documents for existing and new families for following year (term 4)
- Organize and hold orientation session during before or after school hours for new families enrolled for year ahead (term 4)

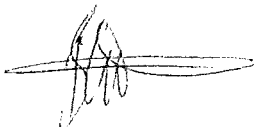
It is essential that these tasks are completed in full and with accuracy. In our failure to do this within specified time frames will mean we may fail to meet some of our accreditation obligations. I cannot underestimate the necessity for these tasks to be completed without error.

We will continue to monitor your output and provide necessary support. You should now liaise with Jacqui Barnat to ensure accurate completion of these tasks.

Failure to complete the tasks outlined above by the date specified may lead to further disciplinary action, which may include termination of your employment.

If you wish to discuss further, please feel free to contact me at your discretion.

With Regards



Brendan Owens
Centre Manager
Caringbah YMCA