DANIEL THWAITES

ELMA TRACKER

This handy planner is designed to help make life a little easier, to help you plan when to do your teams ELMA's, keep tabs of how many have been completed and help you complete ELMA's as part of your job every day.

As a guide we recommend you sit down to discuss your team members great performance as part of an ELMA 4 times a year, even more frequently if you wish! As a minimum, we ask you to have an ELMA discussion with each of your team members at least twice a year. Remember, short frequent conversations are the key to success!

PROPERTY: ..... DEPARTMENT: .....

DATE	NAME	DEPARTMENT	LINE MANAGER	COMPLETED

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