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CC: Amanda Paik (apaik@printech.com), Neil Woerkom (nwoerkom@printech.com)
From: Jasmyne Dias (jdias@printech.com)
Subject Line: Meeting Recap: Our Plan of Improvement Toward a Success Future

Thank you for taking the time to sit down to meet with me last week. I appreciate our productive conversation.

As we have discussed, it is imperative to make improvements within ourselves in order to contribute to this company's success. To do this, these are the action steps we need to implement in order to maximize your career potential.

1. Increasing Consistency

Consistency plays a key factor in both productivity and success. To guarantee this success, implementing the following steps are crucial:

- Make it a priority to schedule meetings with both your clients and team.
- Respond promptly to both calls and emails. For non-urgent matters, generally reply within one business day. For urgent matters, reply as soon as possible.
- Organize a weekly meeting with me to review your success and progress that week. I am available on either **Tuesdays or Thursdays from 9am to 1pm** to meet.

In addition, in the circumstance of an emergency, illness, or if you are in need of time off, please contact me in advance by phone or email. I can be reached by phone at **(508) 858-6054** and by email at **jdias@printech.com**.

2. Increasing Collaboration Skills

Working as a team is crucial to maintain a healthy and productive workplace atmosphere. In order to ensure this atmosphere, it is important to do the following:

- Communicate with team members in a respectful, polite, and professional manner.
- Recognize the skills and strengths of others.
- Handle confrontations appropriately, and if necessary, privately.

I understand your passion for creativity. Therefore, you will obtain a larger leadership role in team projects. Under this role, you will be able to suggest alternative, more innovative solutions during projects.

Meeting these expectations would make you eligible for the yearly bonus and a continued, productive career at PrinTech. However, if these expectations are not met, you will not be eligible for the yearly bonus and could potentially be terminated.

Your work is known to be brilliant, innovative, and exceptional. Moving forward, I am excited to see how your improvement will drive both you and our company toward success.

In our next meeting, we'll discuss how well you've done improving your consistency and collaborative skills. Your goal will be to reach all deadlines on time and increase your level of communication with your peers.

Thank you for your time and concern in this matter! I look forward to discussing your progress next time we meet.

Best,

Jasmyne Dias

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Jasmyne Dias

4/27/2018

Student Name

Date