

Developing a Personal Situation Plan



A Personal Situation Plan (PSP) provides an opportunity to put in place a plan of action in relation to an employee's carer duties/responsibilities (e.g. childcare, care of elderly parent), physical health requirements, and/or mental health issues/wellbeing requirements. Developed in collaboration with the employee, the PSP provides a framework to support the identified employee's needs as required.

This PSP was adapted from an HRM article by Kate Neilson, [How to Develop a Personal Situation Plan](http://www.hrmonline.com.au/how-tos/how-to-develop-personal-situation-plan/) (www.hrmonline.com.au/how-tos/how-to-develop-personal-situation-plan/ 29 August 2019).

Personal Situation Plan Template

PERSONAL DETAILS:

EMPLOYEE NAME:	
<input type="text"/>	
EMPLOYEE POSITION:	
<input type="text"/>	
INTERNAL (ORGANISATION) CONTACT 1:	
NAME:	
<input type="text"/>	
TELEPHONE NUMBER:	MOBILE NUMBER:
<input type="text"/>	<input type="text"/>
EMAIL ADDRESS:	
<input type="text"/>	
RELATIONSHIP OF INTERNAL CONTACT TO EMPLOYEE:	
<input type="text"/>	
INTERNAL (ORGANISATION) CONTACT 2:	
NAME:	
<input type="text"/>	
TELEPHONE NUMBER:	MOBILE NUMBER:
<input type="text"/>	<input type="text"/>
EMAIL ADDRESS:	
<input type="text"/>	
RELATIONSHIP OF INTERNAL CONTACT TO EMPLOYEE:	
<input type="text"/>	
EXTERNAL CONTACT 1:	
NAME:	
<input type="text"/>	
TELEPHONE NUMBER:	MOBILE NUMBER:
<input type="text"/>	<input type="text"/>
EMAIL ADDRESS:	
<input type="text"/>	
RELATIONSHIP OF EXTERNAL CONTACT TO EMPLOYEE:	
<input type="text"/>	

Personal Situation Plan Template



EXTERNAL CONTACT 2:

NAME:

TELEPHONE NUMBER:

MOBILE NUMBER:

EMAIL ADDRESS:

RELATIONSHIP OF EXTERNAL CONTACT TO EMPLOYEE:

WHAT TO DO:

(e.g. appropriate response; initial steps/contacts; intervention; escalation etc. Include a crisis plan if necessary)

WHAT NOT TO DO:

(e.g. who not to contact – e.g. ex-partner, police, ambulance)

ANY CHANGES REQUIRED TO THE EMPLOYEE'S JOB ROLE/TASKS IF REQUIRED

(e.g. temporary change to duties, someone who can step in to perform some/all duties if required, change to communication methods etc.)

EMPLOYEE'S POSITIVE CAPABILITIES AND ATTRIBUTES AND HOW THE ORGANISATION CAN BEST UTILISE THESE CAPABILITIES AND ATTRIBUTES:

DATE PLAN CREATED:

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DATE OF PLAN REVIEW:

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EMPLOYEE SIGNATURE:

EMPLOYEE SUPERVISOR SIGNATURE:

DATE:

 / /

DATE:

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