



**DHIR & PARTNERS SDN BHD (800511-H))**  
No. 23-2, Jalan Mega, Pusat Perdagangan Mega,  
Jalan Sakeh 84000 Muar, Johor.  
Tel: 06-950 1006 Fax: 06-959 3436

Version: 1.0

## EMPLOYEE COACHING FORM

Date :

Time :

Venue :

Staff name :

Department/Product :

### Issue Highlighted:

1. ....
2. ....
3. ....

### Staff Feedback/Comments:

1. ....
2. ....
3. ....
4. ....

### PM/AM Feedback/Comments:

1. ....
2. ....

### Acknowledgement:

| NAME       |  | SIGNATURE |
|------------|--|-----------|
| STAFF      |  |           |
| MGR/AM     |  |           |
| COMPLIANCE |  |           |
| COMPLIANCE |  |           |