

COACHING LOG FORM



Coaching Type

A – Attendance P – Performance N – NPS B – Behaviour VB – Verbal Warning
 FWW – First Written Warning SWW – Second Written Warning O – Others (to specify)

Name: AMELHEA CEBALLOS

Job Title: VIRTUAL ASSISTANT

Coaching Type	Remarks	Acknowledgement
P	<p>Issue: QUALITY AND JOB KNOWLEDGE as per clients feedback on VA's 1st month probationary evaluation (both scored 2)</p> <p>Root cause: PART OF THE LEARNING (CURV) PROCESS SKIPS MORE DETAILS TO BE GATHERED FROM THE EVALUATOR</p> <p>Goal: TO MEET CLIENTS EXPECTATIONS ON THESE AREAS</p> <p>Action Plan: BE PROACTIVE IN REACHING FOR PROPOSING QUESTIONS AND CLARIFICATIONS AT THE PROCESS FOR EACH TASK.</p>	<p>Date: 7/26/2018 Time: 1:31 PM (PMT)</p>
	<p>Issue:</p> <p>Root cause:</p> <p>Goal:</p> <p>Action Plan:</p>	<p>Date:</p> <p>Time:</p>
	<p>Issue:</p> <p>Root cause:</p> <p>Goal:</p> <p>Action Plan:</p>	<p>Date:</p> <p>Time:</p>

SONFRA FERNANDEZ 7/20/18
 (Signature over Printed Name; Date)

Team Lead

LEO ANGEL P. LISDORRA
 (Signature over Printed Name; Date)

Manager