

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: DONNA MARIE MORENO

Job Title: VIRTUAL ASSISTANT

Coaching Type	Remarks	Acknowledgement
P	<p>Issue: ATTENDANCE</p> <p>Root cause: PERSONAL/FAMILY MATTER</p> <p>Goal: CONTINUE WITH NO ABSENCES AT ALL MOVING FORWARD (NO ABSENCES IN JULY SO FAR)</p> <p>Action Plan: PLAN THINGS AHEAD SET PRIORITIES RIGHT COMMITMENT ON NO ABSENCES AT ALL - 3 MONTHS</p>	<p><i>[Signature]</i></p> <p>Date: 6/20/18 Time: 12:10 PM</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>

GONZALEZ FERNANDEZ 7/16/18
 (Signature over Printed Name; Date)

Team Lead

LEO ANGULO/P. LISDONORA 16 JUL 18
 (Signature over Printed Name; Date)

Manager