

Document Code: <b>HR-ER-11202017-FORM0</b> 15	<h2 style="margin: 0;">EMPLOYEE COACHING LOG</h2>	<div style="display: flex; align-items: center;"> <div>             Build Your Business With Our Services           </div> </div> <div style="text-align: right; margin-top: 20px;"> <b>Payreto Services Inc.</b> </div>
v1.1 Sept. 13, 2018		

Employee Details			
Employee Name:		Date:	
Designation:		Employee Number:	
Department:		Length of Service:	
Name of Supervisor/Coach:		Designation:	
Employee Details			
Focus Area			
Nature of Incident		Severity of the Problem	
(Circle the Appropriate Option/s)	Punctuality/ Absenteeism	Critical	Average
	Attitude/Behavior Problems	Critical	Average
	Poor Job Performance	Critical	Average
	Violation of Company Policies	Critical	Average
	Others (Please Specify)	Critical	Average
Key Observations			
Coaching Plan			
List of Corrective Actions To be Taken		Time Frame Set for Correction	
Consequences in Case of No-Improvement			
Consequences for the Organization			
Consequences for the Employee			
Has the Employee Been Informed About the Consequences?    Yes / No			
Acknowledgement			
Employee Signature:		Date Signed:	
Immediate Supervisor Signature:		Date Signed:	

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## EMPLOYEE COACHING LOG

**Payreto** Build Your Business  
With Our Services

v1.1  
Sept. 13, 2018

**Payreto Services Inc.**

Human Resource Representative Signature:

Date Signed:

### Coaching Completion Summary

Completion Date

Overall Improvement

Final Comments

### Acknowledgement

Employee Signature:

Date Signed:

Immediate Supervisor Signature:

Date Signed:

Human Resource Representative Signature:

Date Signed: