

# COACHING & DEVELOPMENT COMMUNICATION

Professional Development Session - Confidential Document

Session Date: September 10, 2025	Session Type: Automated
Employee: Marcus Johnson	Performance Score: 58%
Employee ID: emp-003	
Position: [Role]	Status: Needs Immediate Attention

## COACHING & DEVELOPMENT

COMMUNICATION Date: September 10, 2025  
Employee: Marcus Johnson Position: QA Engineer  
Current Performance Score: 58% Dear Marcus Johnson,

• CONTEXT & RECENT DEVELOPMENTS:

Based on your recent work history, I want to acknowledge:

- Completed basic automation training but struggled with advanced selenium concepts
- Missed 2 critical bugs in production that caused customer complaints
- Frequently asks for help on tasks that should be routine for his experience level

• PERSONALIZED ASSESSMENT:

Given your background in transitioning from manual to automated testing, I understand the technical challenges you've been facing. Your dedication is evident through the extra hours you've been putting in, which shows commitment to improvement.

• CURRENT PERFORMANCE ASSESSMENT:

Your recent performance score of 58% indicates areas requiring immediate attention and focused development. This coaching communication outlines specific steps to help you succeed in your role.

1. FUNDAMENTAL SKILLS DEVELOPMENT

- Review core competencies required for your position
- Complete relevant training modules within the next 2 weeks
- Schedule 1:1 meetings with your supervisor twice weekly
- Document questions and challenges for discussion

2. TASK MANAGEMENT & QUALITY

- Carefully review all

task requirements before beginning work • Use checklists to ensure completeness • Seek clarification immediately when uncertain • Submit work for review before final completion 3.

#### COMMUNICATION & COLLABORATION •

Proactively communicate progress and obstacles • Participate actively in team meetings • Ask for help when needed - this shows initiative, not weakness • Provide regular status updates on ongoing projects

#### • PERSONALIZED RECOMMENDATIONS:

• Consider enrolling in intermediate automation testing courses to bridge the knowledge gap • Pair with a senior automation engineer for 1-2 hours daily for the next two weeks • Focus on mastering one testing framework at a time rather than trying to learn everything • Use test case templates to improve consistency in your work • Don't hesitate to ask questions - your willingness to learn is an asset % % IMMEDIATE ACTION PLAN (Next 30 Days)  
% % % % % % % % % % % % % % % % % % % % % % %  
Enroll in relevant training programs %j Establish daily check-in routine %j Set up weekly progress review meetings %j Create personal improvement tracking system

#### • RESOURCES AVAILABLE:

Online training library access Mentoring program enrollment Department expertise sharing sessions Professional development budget allocation

#### • SUCCESS METRICS:

Weekly performance score tracking Task completion quality assessments Peer feedback collections Self-assessment evaluations

#### • NEXT STEPS:

### RECOMMENDED ACTION ITEMS

- Immediate performance improvement required - daily check-ins
- Complete additional training modules within 2 weeks
- Submit work for review before final completion
- Document questions and challenges for discussion

### NEXT STEPS & FOLLOW-UP

- Next coaching session: 9/17/2025
- Progress review and goal adjustment as needed
- Continued support through available development resources



