

# COACHING & DEVELOPMENT COMMUNICATION

Professional Development Session - Confidential Document

Session Date: September 17, 2025

Employee: David Kim

Employee ID: emp-005

Position: [Role]

Session Type: Automated

Performance Score: 59%

PIP ID: 9aa81773-4a54-4f3b-b840-df0fcc9885ac

Status: Needs Immediate Attention

## COACHING & DEVELOPMENT

COMMUNICATION Date: September 17, 2025

Employee: David Kim Position: Data Analyst

Current Performance Score: 59% Dear David Kim, Ü

### • PIP STATUS UPDATE:

You are currently enrolled in a Performance Improvement Plan (started 2025-09-17). This coaching session is part of your structured development program to help you achieve the goals outlined in your PIP. PIP Goals: 1. Achieve 80% average score 2. Complete 21 tasks 3. Improve communication and task quality Current PIP Progress: 0% complete

### • PERFORMANCE TREND ANALYSIS:

Recent Score History: 59% !' 57% !' 56% Current Trend: IMPROVING Positive momentum - keep building on this progress!

### • CONTEXT & RECENT DEVELOPMENTS:

Based on your recent work history, I want to acknowledge: • Previously delivered comprehensive market analysis that influenced major strategic decisions • Recent work quality has declined with multiple errors in data interpretation • Missed several important deadlines for quarterly reporting

### • PERSONALIZED ASSESSMENT:

I recognize that you were previously a high-performing analyst whose work influenced major strategic decisions. The recent decline in performance appears to be situational rather than a reflection of your capabilities.

- CURRENT PERFORMANCE ASSESSMENT:

Your recent performance score of 59% 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:

- Let's discuss workload adjustments to help you regain focus
- Consider utilizing our Employee Assistance Program for additional support
- Work with your manager to prioritize critical tasks during this challenging period
- Implement structured daily planning to maximize your productive hours
- Remember that asking for help or extensions shows professional maturity

IMMEDIATE ACTION PLAN (Next 30 Days)

- assessment with your manager
- Enroll in relevant training programs
- Establish daily check-in routine
- Set up weekly progress review meetings
- 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: 9/24/2025
- Progress review and goal adjustment as needed
- Continued support through available development resources



