



iGROW COACHING FORM

Full Name: CYNDELLE RUBIE DALIGDIG Date: JULY 20, 2023

Employee No: 2026 Immediate Supervisor:

Issue / Goal - What is the issue and goal of the coaching session?

Issue: WED - 9:06 pm
THU - 9:13 pm

Goal: TO ARRIVE ON TIME FOR THE TRAINING.

Reality / Options - Root Cause Analysis and Agent's Feedback

REASON FOR TARDINESS IS BECAUSE OF TRAFFIC.

Way Forward - Action Plan and Setting Proper Expectations

I WILL BE MORE MINDFUL ON THE TIME THAT I GO ON DUTY, BE MORE PUNCTUAL AND RESPONSIBLE ON MY TIME OF ARRIVAL.

Employee Signature:

Date: JULY 20, 2023

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