

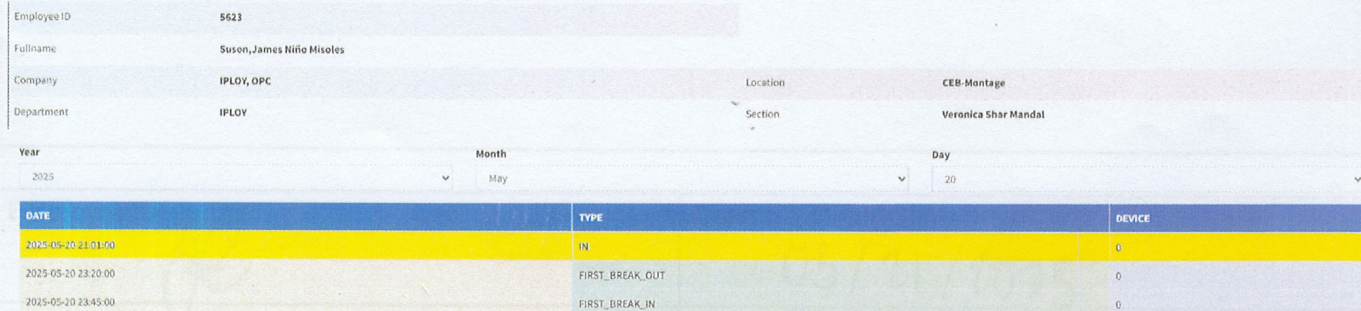
iGROW COACHING FORM

Full Name: James Niño Misoles Suson	Date: May 21, 2025
Employee No.: 5623	Immediate Supervisor: Georgeitte Jane Singson

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

Issue: On Tuesday, March 20, 2025, the trainee was 1 minute late for his scheduled training shift.

Please find the attached supporting document:



Employee ID	5623				
Fullname	Suson, James Niño Misoles				
Company	IPLOY, OPC	Location	CEB-Montage		
Department	IPLOY	Section	Veronica Shar Mandal		
Year	2025	Month	May	Day	20
DATE	TYPE	DEVICE			
2025-05-20 08:00:00	IN	0			
2025-05-20 23:20:00	FIRST_BREAK_OUT	0			
2025-05-20 23:45:00	FIRST_BREAK_IN	0			

Goal: The goal is to coach the trainee on the importance of reliability and to reinforce that such behavior is unacceptable. Consistent attendance and reliability are essential factors in assessing their suitability and potential for success within the company, especially when you're still a trainee.

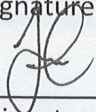

Reality / Options – Root Cause Analysis and Agent's Feedback

Reason for (being) being late due to elevator traffic



Way Forward – Action Plan and Setting Proper Expectations

My action Plan is to be here early to avoid elevator traffic.

Employee Signature: 	Date: 05/21/2025
Supervisor Signature: 	Date: 5/21/2025

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

Reason for (being) being late due to elevator traffic