

## iGROW COACHING FORM

Full Name: Jason Fritz Granada Estrera	Date: May 22, 2025
Employee No.: 5624	Immediate Supervisor: Georgeitte Jane Singson

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

**Issue:** On Thursday, March 22, 2025, for the second time this week the trainee was 1 minute late for his scheduled training shift.

Please find the attached supporting document:

Employee ID	5624		
Fullname	Estrera, Jason Fritz Granada		
Company	IPLOY, OPC	Location	CEB-Montage
Department	IPLOY	Section	Veronica Shar Mandal
Year	2025	Month	May
		Day	22

DATE	TYPE	DEVICE
2025-05-22 02:57:00	LUNCH_OUT	0
2025-05-22 03:53:00	LUNCH_IN	0
2025-05-22 06:01:00	OUT	0
2025-05-22 21:01:00	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.


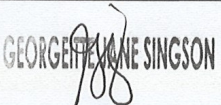
**Reality / Options – Root Cause Analysis and Agent's Feedback**

This is my honest reason for getting late on the second time, it is because the driver of <sup>the</sup> move it that I'm at ~~switch~~ the motor tire suddenly got flat in the middle of the road. I don't have a choice but to book another driver for me to get here.



**Way Forward – Action Plan and Setting Proper Expectations**

I will make sure that I'll be going here as well as early as I can so moving forward when there's an unexpected event that will happen in the road, at least there's an allotted or remaining time for me to get here.

Employee Signature: 	Date: May 22, 2025
Supervisor Signature:  GEORGETHANE SINGSON	Date: 5/22/25

This is my thought... the second time... at least the major... I don't have... to get here.