

COACHING PLAN AND COACHING FORM

A Guide

Coaching Plan demonstrates the commitment of the supervisors to the professional success of the employees.

Coaching Form documents the targets and agreements between the supervisors and employees to achieve desired results.

Coaching Plan



EMPLOYEE'S PROFILE

This portion consists the name of the office/division, supervisor/DC, number of plantilla positions as prescribed in E.O. 366, and number of filled plantilla positions.



COACHING TARGETS

The supervisor shall prepare this form which includes list of the subordinates targeted for coaching, their development targets and the completion date. Monitoring and Status are to be filled out by the HRDS.



SIGNATURES

The coaching plan shall be signed by the supervisor, duly noted by the Director/Head of Office.

Coaching Form



EMPLOYEE'S PROFILE

This portion consists of employee's full name, sex, current position, salary grade, division/office, and supervisor's full name.



COACHING TARGETS

This portion discusses the employee's development targets based on competency assessment and performance review, and its corresponding agreement, success indicators/outcome, and monitoring to track the employee's progress.



SIGNATURES

The coaching plan shall be signed by the supervisor and the employee.

All employees in the 1st and 2nd level positions are covered by this guidelines, including newly-hired, promoted and reassigned employees wherein their updated coaching plan shall be submitted within 30 days upon assumption of duty.

The coaching plan and coaching form shall be submitted to the HRDS every 28th day of February after the second semester rating period while supplemental coaching plan may be submitted until first semester rating period. The HRDS and HRD counterparts in the Regions and Bureaus shall monitor the progress and completion every October of the year.

The Attached Agencies may adopt this Coaching Guidelines if deemed appropriate.

Reference: DENR Memo-2020-182 (Coaching Plan and Form Guidelines)



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