



International Institute of Influencers



Project Report

Name of Course: International Master Diploma
in Guidance and Counselling

Conducting Organization: International Institute of Influencer
Criteria of doing the Project: Structured Approach Analytical
Evaluation Through Guidance-
Coaching & Counselling

Submitted to: Dra SHAMA Hussein, Founder & CEO of III

Name of Candidate : Carolyn R. Ofilanda

Name of Organization: Ramcar Batteries International Ltd.



Coaching takes a holistic view of the individual: work, corporate values, personal needs and career development are made to work in synergy, not against one another."
*British Journal of Administrative
Management*

Carolyn R. Ofilanda
Asst. Vice President
Ramcar Batteries International Ltd.

As the head of the audit department, I oversee 25 employees, each of whom has a unique personality and manner of working. A few of them have personal issues that impact their profession. As the leader, I also need to understand why some of them aren't working up to par. According to the semi-annual assessment, certain employees in the department fall short of the standards I set.

I usually schedule a regular meeting with all of my staff members to discuss updates on their work, deadlines, and any other issues that may arise throughout the audit process, with the assistance of my senior manager.

During our conversation, I want to ascertain all potential causes pertaining to their work, as well as any personal issues they may be ready to discuss that could impact their deliveries.

On the following page, I will provide a typical example of how I mentor and coach a manager who is having difficulties, which has a significant impact on his performance. He is actually one of my finest performers, but I have seen a decline in his performance for a number of months.



FAMILY PROBLEM AFFECTING PERFORMANCE

This manager is one of my best employees, but since the latter quarter of 2023, we've observed that he's been missing a lot and that his annual leave has already been used up. At times, he didn't even receive compensation. I periodically ask him about his issues, but he always responds that his asthma was the reason for his declining health. I asked our HR to arrange for a comprehensive physical examination for him in order to ascertain the true cause of his health issue. .

Until one time he was nominated to be one of candidate in one of the vacant position in the sister company because of his good ratings before this problem. I talked to him seriously and tell him what will be the possible effect with him if he will accept the offer to the sister company and he will not maintain his good performance.

I requested that he explain the true cause of his absences so that I could offer him advice and direction. This time, I was able to apply my counseling skill. I was able to give him precise instructions on what to do when he revealed to me the true reason, which I am not allowed to share in this writing.

Since our previous conversation, he has heeded some of my suggestions, and I am pleased to see that he is returning to his true self and overcoming his personal issue.

OTHER ISSUES WITH MY STAFF THAT I USED MY COUNSELLING TALLENT

- 1. Staff want to resigned because she is studying.

RESULT: Because we discussed the issue properly she decided to continue her work while studying, because I gave her work work schedule that will fit to her school schedule.

- 2.. Staff that will resigned because of Long distance relationship with his wife (newly wed)

RESULT: he opted to resigned and choose to set up small business to be with his wife. I told him to choose what really in his heart.

Pictures during Team Building and Planning

