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PROJECT REPORT

**Name of the Course: INTERNATIONAL MASTER DIPLOMA IN GUIDANCE
& COUNSELING**

Conducting Organisation: International Institute of Influencers (III)

Title of the Project: Guidance-Coaching & Counselling (GCC)

**Criteria for doing the project: Structured Approach & Analytical Evaluation for
Workplace Through Guidance-Coaching & Counselling**

Submitted To: SHAMA Hussain, Founder & CEO of III

Date of Submission: August 29, 2024

Name of the Candidate: GINA C. CRISTOBAL

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DR. SHAMA HUSSEIN

Founder and CEO of International
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As a leader, one of my most important roles is to coach my people to do their best. By doing this, I can help them make better decisions, solve problems that are holding them back, learn new skills, and otherwise progress their careers. Coaching



teaching and non-teaching personnel is my most effective way to set up my team for success This is because my primary aim is to provide them with the tools that they need to increase their knowledge and improve their skills.

I believe I can motivate teaching and non-teaching staff to improve and take pride in their work, leading to higher job satisfaction and increased productivity.

I can also use coaching to validate, support, and empower your employees, improving employee engagement and commitment levels. I believe it has a positive effect on team effectiveness and productivity.

In coaching my team, I usually use One-on-one and team coaching sessions which I believe can help me foster a culture of learning and development that has a positive effect on the entire organization. It also encourages communication, reflection, and self-correction. This may help each one in the workplace to become more autonomous so that they can take ownership of their work. It also helps me as their leader develop a more confident workforce, as they believe they have the right skills to perform.



Finally, when my team are more aware of their strengths and weaknesses, they are more equipped to take on challenges and further their development.

From being a classroom teacher to becoming a school leader, coaching and mentoring is what I love most. During those time, GROW Model is not yet introduced but is already being use. I am thankful it was thoroughly discussed by Dr. Shama Hussein.

I called the application of **GROW** Model in my coaching and mentoring as



COFFEE (Connect, Open, Fellowship, Fuse, Exchange & Empower) or TEA (Talking, Engaging, & Articulating) in the Workplace. We often do this inside my office or in a place where we can comfortably sit, relax and enjoy **III** (instruct, inform & inspire) each other.



I was having a coaching and mentoring and brainstorming with the Guidance Counsellors on Mental Health

A one-on-one coaching and mentoring with one of the teachers on leadership and management



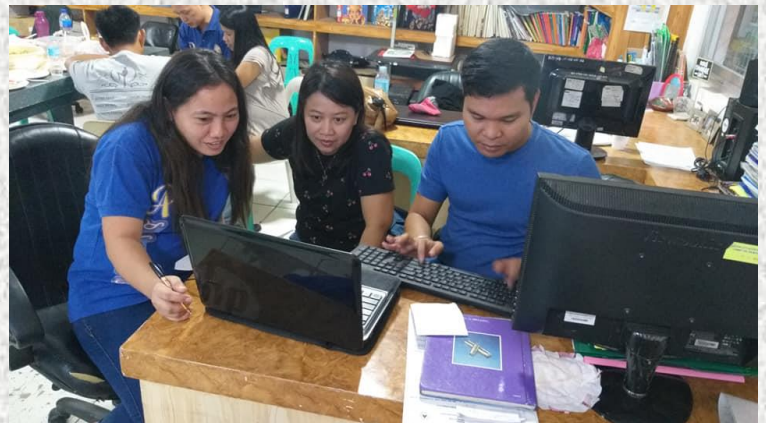
I was having a collaboration with my co-leaders on how to guide and coach our teachers.



I am coaching my teachers on the strategies in teaching using modern techniques and ICT.



Coaching my student leader on some tips on how to handle team members in a difficult situation.



Coaching and mentoring teachers on the use of ICT in teaching.



Coaching teachers on how to handle parents and learners who are at-risk of dropping out and failing.

Online coaching teachers on how to accomplish PAPs (projects, activities and programs) based on the priority improvement areas of the school.



In having a COFFEE or TEA, I use the **STAR (Situation, Task, Action, Result)** Approach, this was an example of the question I usually raise.

Can you describe a time when you had to facilitate a project, program or activity with your busiest schedule and a limited time?

Example of their answers were:

Situation: While working on a project, program or activity, I have so many things to do and with a limited time, I had a hard time executing it.

Task: My task was to complete it on a target date while maintaining the quality of work.

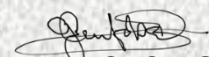
Action: I created a detailed project plan/matrix/proposal, including a timeline and milestones, to ensure that the task was completed on time. I also delegated tasks to team members and monitored their progress closely to ensure that everyone was on track to meet the deadline. I communicated with stakeholders regularly to keep them informed of our progress.

Result: As a result of our efforts, we were able to complete the task before the deadline while maintaining the quality of work. The stakeholders were impressed with our performance, and it led to future opportunities for our team.

With this approach, I was able to determine the **goal** that should be met and what is **really happening** in the workplace. Once me and my team member have explored the current reality, we will now determine what is possible or all the possible **options** for reaching our goal. Before offering my suggestions, I usually let my team member

offer suggestions first, and let them do most of the talking. I am just guiding them in the right direction, without making decisions for them. By examining the current reality and exploring the options, they will now have a good idea of how they can achieve their goal by boosting their motivation move forward and work towards the goal.

It is quite challenging for me as a leader to let some teachers to **connect, open, fellowship, fuse, exchange ideas and and opinions with** and be **empowered** but with great perseverance and inspiration to have humanization of education, we succeed. As I always believe, WE HAVE TO BE A BLESSING IN OUR WORKPLACE EVERYDAY.



GINA C. CRISTOBAL

Empowered by III



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