



GHANA-EU TBT

EXPORT QUALITY MANAGEMENT SYSTEMS AND

ISO 9001 CERTIFICATION SUPPORT PROJECT

COACHING APPLICATION FORM

1. PERSONAL INFORMATION

First Name: _____ Second Name _____

Address: _____

Tel: _____

Email: _____

2. COACHING AND CERTIFICATION SUPPORT TEAM

Group "A" Members	Group "B" Members	Group "C" Members
Emmanuel Turkson	Alex Anim-Kwapong	Stephen Conduah
Hajaratu Musah	Cynthia Abaidoo Ocran	William Teshmarker Essilfie
Ebenezer Mante	Isaac -Adu-Mensah	Philip Adams
Gerald Woode	John Kwesi Amanfu	Kwabena Baffour-Kumah
Jonathan Amanor	Mohammed Y.Y. Yemofio	Daniel Amoako

2.1 Coaching and Certification Support Team Leaders

Group "A": Emmanuel Turkson

Group "B": Alex Anim-Kwapong

Group "C": Stephen Konduah

2.2 Coaching and Certification Support Supervisory Role:

Dario Salvatore Caccamisi shall provide the overall coaching and certification support supervisory role for the three coaching groups in order to ensure successful implementation of the coaching and certification support project.

2.3 Coaching and Certification Support Coordinating Role

Emmanuel Turkson will provide the coaching and certification support coordinating role for the three coaching groups in order to ensure successful implementation of the coaching and certification support project.

3. COACHING AND CERTIFICATION SUPPORT TEAM MEMBER DUTIES AND RESPONSIBILITIES

Each member of the coaching and certification support team shall perform the following duties and responsibilities:

- Implement audit plan and follow audit trails
- Build good rapport with the SMEs during the audit, including sensitivity to the needs and expectations of the SMEs
- Prepare working documents such as checklists and analysis tools
- Conduct audit meetings including managing audit interviews effectively
- Gather and verify audit evidence
- Prepare audit report
- Conduct the audit follow up

Each team member shall ensure that they work in accordance with the audit plan and timetable developed by the coaching supervisor.

4. KEY QUALITIES OF TRAINERS/ADVISORS

With a scale of 1-10, you are required to grade yourself of the following qualities. You are required to be objective and fair when grading yourself in order to ascertain your real strengths and weaknesses.

QUALITIES	1	2	3	4	5	6	7	8	9	10
ISO 9001 Technical Knowledge										
Interest in the Programme										
Industrial Experience										
Professionalism										
Time Management										
Good Judgment										
Team Player										
Communication Skills										
Interview Skills										
Listening Skills										
Observation Skills										

Reputation										
Interpersonal Relationship										
Problem Solving Skills										
Planning Skills										
Advocacy Skills										
Writing Skills										
Data Analysis and Interpretation Skills										

5. WORKING RULES/TERMS

It is important to note that each advisor who will be involved in the coaching and certification support exercise shall work in accordance with the following working rules:

- Demonstrate high level of impartiality and objectivity in your dealings with SMEs
- Be sensitive to the needs and expectations of SMEs
- Keep confidential information
- Respect the views and opinions of other team members as well as leadership of SMEs
- Exhibit good interpersonal relationship
- Exhibit self-discipline and control
- Follow the instructions of your team leader, coaching coordinator and supervisor
- Work professionally in order to avoid any misunderstanding and legal liability
- Be time-conscious
- Keep to work assignment timelines
- Not use the project working materials and documents for your private gain
- Respect various cultures in the country i.e. exhibit culture consciousness and tolerance.
- Spend at most 5 days to participate in the coaching experimentation in December
- Spend 5-days for the actual coaching and certification support work and 3-days follow up visits scheduled for January-April, 2016.
- Sign a time-sheet to prove that you participated in the coaching and certification support work
- Provide ID-Card to receive any per diem
- Dress professionally
- For coaching experimentation in December, 2015, a 9-seater bus will be arranged to pick coaching participants from vantage points to and from various SMEs premises
- For the actual coaching scheduled for January to April, 2016, three 9-seater buses will be arranged to pick coaching participants from vantage points to and from various SMEs premises

6. FINANCIAL ALLOWANCE

6.1 Lunch Allowance

Each coaching participant shall receive a lunch allowance of \$30.00 per each coaching exercise.

6.2. Perdiem Allowance

A participant spending a night outside his/her permanent place of residence shall be paid per diem to cover his/her travels, hotel accommodation and dinner.

6.3 Coaching Lump sum

Each coaching participants in addition to the lunch allowance and per diem allowance (if any) to be received shall receive a lump sum of **€360 euros**. It is important to note that the lump sum to be given to the coaching participants is not automatic. We shall conduct a thorough assessment and verification in order to ascertain the actual involvement of each participant in the coaching exercise as well as successful execution of coaching work assignments.

7. DECLARATION BY THE APPLICANT

I the undersigned hereby declare that:

1. The information given in this application is correct
2. I shall comply and abide by the terms and conditions covering the whole coaching exercise.

Name: _____

Signature: _____

Date: ____/____/____