

## Coaching Self-Assessment and Checklist

Perhaps you are new to the concept of coaching, or maybe you are a seasoned pro. Either way, use this sheet to periodically check yourself against core competencies that are essential to building a culture of coaching.

Point scale: 0 = never, 1 = only when requested by employees, 2 = inconsistency, 3 = at regular intervals (once or twice a year), 4 = as often as possible.

Please rate your skills on the following questions. Then, star two areas where you feel you have strength as a coach, and check two areas where you would like to improve your coaching.

### Coaching (listen and draw out)

Talk with employees about what they like most about work (not necessarily just their current job)	
Listen to employees, concerns about the progress and direction of their careers	
Learn what is motivating for your employees	
Step out of the “expert” role and truly listen, just to understand your employee’s perspective	

### Reality testing (provide positive and corrective feedback)

Recognize and reward your employees for their contributions, in the presence of others	
Initiate discussions with your employees about how you see their future career	
Explain formal and informal factors that determine success in the organization	

### Advising (offer organizational insight, information, and advice)

Talk clearly about changes in the organization that will require new learning	
Offer suggestions for opportunities for new learning	
Work to identify on-the-job opportunities for your employees (inside and outside your immediate area) that are in line with organizational goals and employee desires	
Provide resources for employees who want information on developmental opportunities	

### Development planning (guide employee goal setting, check back)

Review and discuss an employee’s written professional development plan and goals	
Discuss expectancies (yours and theirs) regarding professional development planning	
Check in with employees about their progress on development goals/initiatives	
Provide physical support (money, time off, personal assistance) for employees to pursue more learning	
Provide motivational support for employees to pursue more learning	