

Coaching Self-Assessment

Instructions: The purpose of this activity is to assist you in learning about what you need to be successful as a coach and to help you create an action plan for self-improvement. Write an **X** in one of the boxes to the right of each competency, depending on how you see yourself right now. Be honest with yourself. No one will see your ratings unless you voluntarily share them.

	ONE OF MY STRENGTHS	I DO OKAY WITH THIS	NEED TO DEVELOP THIS MORE	NEED A LOT WORK ON THIS
Teaching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Showing the person you are coaching how to accomplish the task. Explaining strategies and providing answers				
Setting Performance Goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collaboratively establishing goals/standards for performance on particular tasks including when, where, how much, and how well it should be done.				
Providing Feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carefully observing performance on individual tasks and sharing these observations in a constructive and non-threatening manner.				
Rewarding Improvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Using a variety of means to provide positive reinforcement to staff making progress on the accomplishment of important tasks.				
Dealing with Failure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working with others to encourage them when they do not meet expectations.				
Working with Personal Issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Listening empathically and without judgment, and offering emotional support for non-work difficulties.				

OVS Transition Forward Webinar: Coaching to High Performance

	ONE OF MY STRENGTHS	I DO OKAY WITH THIS	NEED TO DEVELOP THIS MORE	NEED A LOT WORK ON THIS
<p><i>Confronting Difficult Situations</i> Raising uncomfortable topics that are affecting task accomplishment.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><i>Responding to Requests</i> Consulting with others on an as-needed basis. Responding to requests in a timely manner.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><i>Following Through</i> Keeping your commitments. Monitoring outcomes of the coaching process and providing additional assistance when necessary.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><i>Listening for Understanding</i> Demonstrating attention to and conveying understanding of others.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><i>Motivating Others</i> Encouraging others to achieve desired results. Creating enthusiasm and commitment in others.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><i>Assessing Strengths and Weaknesses</i> Identifying root causes of individual performance. Probing beneath the surface of problems. Keenly observing people and events. Defining and articulating issues effectively.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><i>Building Rapport and Trust</i> Showing respect for others. Acting with integrity and honesty. Easily building bonds with others. Making others feel their concerns and contributions are important.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Adapted from Coaching Training by Chris W. Chen, published by ASTD, 2003

Planning for Further Development as a Coach

1. List the skills, knowledge and/or abilities you'd like to strengthen to make you more effective as a coach.

2. Think about people who could *coach you* in each of these areas.

3. Think about other actions you can take to sharpen these skills, knowledge and/or abilities

COACHING ACTION PLAN

Person/position I'm going to coach:

Task area I'm going to focus on:

Initial coaching analysis and additional steps needed:

For each of the steps below, sketch out what you will do and/or say to facilitate the step

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- **Performance expectations and the gap (behavior and impact)**

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- **Invite the employee to comment (*what will you say?*)**

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- **Strive for mutual agreement (*what will you say?*)**
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- **Encourage the employee to generate a solution (*what will you say?*)**
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- **Together, with the employee in the lead, reach agreement on a strategy and develop a plan (*how will you facilitate this?*)**
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- **Give frequent feedback (*How will you set this up? What will you do in these sessions?*)**
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What barriers do you face as a coach?

What are your strategies to overcome the barriers?
