

COACHING 101: REVIEWING OUR COACHING RELATIONSHIP

A coaching relationship usually lasts weeks or months, so it is important to regularly check that the relationship and sessions are meeting expectations and benefiting both you and the coachee. This simple checklist can be used as a framework to facilitate those discussions.

Using this checklist:

1. On a regular basis, use this checklist as the basis for a discussion with the coachee about how things are going.
2. As you discuss each point, check it off on the list but also make sure you reach agreement about if and how things should change going forwards.

Discussion point	
Has the relationship so far been in line with our initial expectations?	
Are our expectations still in alignment with each other?	
What learning outcomes has the relationship produced so far?	
Are the meeting arrangements suitable?	
Have we encountered any problems in the relationship, and if so, have they been dealt with?	
Are we comfortable with how the relationship is progressing?	
What benefits have we gained from the relationship so far?	
Has the relationship been sufficiently challenging?	
Have we been open and honest with each other?	
Has there been sufficient support?	
How useful has the feedback been?	
Do we need to review our contract?	