

COACHING 101: DO I COACH EFFECTIVELY?

Coaching is a useful method of learning from day-to-day work situations, as well as for acquiring long-term skills. Being able to coach others is a key management skill. This self-assessment will help you to consider how effective you are as a coach to your team members, and to identify any areas in which you might want to develop your skills further.

Using this self-assessment:

1. Review each statement and decide on the extent to which you could benefit from developing your skills further in that area.
2. Mark yourself on a scale of one to five, ranging from one for areas in which minimal development is required, to five for areas that should be a high development priority.
3. After completing the self-assessment, review the results. Reflect on your strengths and weaknesses as a coach. The areas of strength are likely to be the statements to which you have answered one or two, and the areas of weakness are likely to be the statements to which you have answered four or five.
4. Decide on how you will develop your coaching skills further. Use the results from this diagnostic to create an action plan, listing the areas you need to develop and how you will develop them. To help you to work on your skills, you may wish to seek advice from an experienced coach within your organisation.

Skill statement	Score				
	1	2	3	4	5
I could set aside more time to support my team members.					
I could listen more actively and attentively and be more observant of people's progress.					
My questioning style could be more open and reflective.					
Accurately identifying individuals' learning needs is an area in which I would benefit from further development.					
I could be more focused on planning for each session, for example defining learning objectives.					
Taking preferred learning style into account when deciding how to support an individual is something I could do more.					
I could give more praise and recognition for achievements as a means of encouraging learning and development.					
I could work harder at building rapport and trust.					
I could work on challenging other people's views in a way that would help them to learn.					
When giving feedback, I could be more balanced, objective, specific, factual, accurate and constructive.					
I could be more effective at delegating and giving individuals new responsibilities.					
I could devote more time to planning ahead and considering the future development of individuals.					
I could be more effective at spotting opportunities for individuals to apply their new knowledge or skills.					
I need to give higher priority to helping individuals to learn and develop.					