

## Assessing your coaching skills

Evaluate your performance as a coach by responding to the following statements, and mark the option that is closest to your experience. Be as honest as you can.

Options:

Rarely	1 point
Occasionally	2 points
Frequently	3 points
Almost always	4 points

	1	2	3	4
I assume the staff are capable of doing their jobs well				
When I coach, my focus is on past and potential achievements				
I listen to the opinions of others, rather than doing most of the talking				
I am ready to receive constructive criticism from my team members				
I am aware of my own limitations when communicating				
The first impression others have of me is openness and curiosity				
I seek to involve other team members in decision making				
My team members are my partners				
When I coach, I ensure no interruptions or distractions				
I am flexible in switching between discussing goals and exploring problems				
I believe people will exercise responsibility when empowered to do so				
I make links between other's motivational needs and their goals				
I seek to establish what is at the heart of my team members' concerns				
I am alert to small non-verbal clues when interpreting communication				
I presuppose that everyone has under-utilised strengths and talents				
I summarise and reflect on what is said in order to check mutual understanding				

	1	2	3	4
I assume that positive changes can be simple to achieve				
I prefer to ask open-ended rather than closed questions				
I am not afraid to coach my superiors as well as my colleagues				
I believe good communication is based on seeing different views				
When coaching, I assume the person being coached can find their own solutions				
I believe some of the best coaching results come from creative insight				
When I give feedback on weak performance, I am constructive and specific				
I close coaching sessions by getting a specific commitment to a task				
I control coaching sessions by linking what has been said to the goal				
I follow up coaching by asking for briefings on progress				
I introduce reporting safeguards, but let staff take responsibility for decisions				
I assume coaching will succeed when staff are able to take responsibility				
I deal with fears by exploring the needs that lie behind them				
I consider it important to be a role model for the coaching approach				
If asked for advice, I offer it in the form of suggestions, not directions				

Your Total.....

### Analysis

- 31-60      There is room for you to practice in order to be a successful coach. Work on your attitudes to coaching values, as well as specific skills
- 61 -95      You have reasonable coaching skills, but certain areas require improvement. Focus on areas where you scored low marks in the assessment
- 96-124      You are a successful coach, but do not become complacent. Keep striving to get the best from your coaching and to develop coaching values in others