

## Reviewing your Skill as a Coach

1 = Never; 2 = Occasionally; 3 = Frequently; 4 = Always

<b>Tick the option that is closest to your current experience.</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
1. I believe that my staff are all capable of doing their jobs well.				
2. I give my staff equal amounts of my time.				
3. I prefer to listen to understand than to talk to be understood.				
4. I work at building rapport with people.				
5. I am aware that clear two-way communicating is the basis to a good relationship with my staff.				
6. I plan to coach my staff.				
7. I feel good, because I carry out my coaching plans – with some very productive meetings and results.				
8. In a coaching session there is an atmosphere of openness and exploration.				
9. My coaching sessions are free from distraction and interruption.				
10. I treat my staff as partners not subordinates.				
11. I seek to establish what is at the heart of my employee's concerns.				
12. I seek to empower my staff through helping them improve their skills and giving them greater responsibility.				
13. I am alert to non-verbal clues when interpreting people's views and feelings.				
14. I summarise and reflect in order to check understanding.				
15. I ask open ended questions to get people exploring issues, resolving problems and moving forward.				
16. I help people find their own solutions rather than imposing my own on them.				
17. I give specific constructive feedback to all my staff – to help them improve and to praise work well done.				
18. My coaching sessions are centred on achieving specific outcomes – goals and actions.				
19. In '121' sessions, I take confidentiality seriously.				

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20. If asked for advice, I offer suggestions rather than directions.				
21. I am a good role model for the coaching approach to managing people.				
22. I seek to involve staff in the important decisions that affect them.				
23. I follow-up coaching sessions to check the agreed goals and actions have been achieved.				
24. Once a goal has been achieved I am interested to explore 'what next'?				
<b>Now add up your score.</b>				
<b>Total ticks</b>				
	<b>X1</b>	<b>X2</b>	<b>X3</b>	<b>X4</b>
<b>Add all columns for your total score</b>				

### Interpretation of your score:

- 24 - 48 Your skills as a Coach need all-round attention. Rethink the part coaching plays in Managing People. Consider changing your approach and take specific action to improve.
- 49 – 72 You perform reasonably well as a Coach but certain skill areas need further development. Review your responses to the questionnaire and pick out your key priorities to work on.
- 73 – 96 Well done, you perform well as a coach. You see people as having lots of potential if only they can be correctly motivated, developed and steered in the right direction.

But do not become complacent. Continue to use coaching as a positive management approach and to update your skills. This way you will continue to set a good example to others.

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