

## Reviewing your Skill as a Trainer, Tutor and Coach

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

| Mark the option that is closest to your current experience.   | 1 | 2 | 3 | 4 |
|---|---|---|---|---|
| 1. Generally, people think I am an enthusiastic person.   |   |   |   |   |
| 2. At work, if I am going to a meeting or to do a talk I prepare well and like to feel knowledgeable. |   |   |   |   |
| 3. I feel I come across as a generally confident person.  |   |   |   |   |
| 4. I do not like boring people, or being bored, by too much detail.                                   |   |   |   |   |
| 5. I tend to be the person who gets up and helps others eg pouring coffee, opening a door etc         |   |   |   |   |
| 6. I tend to be the person who anticipates others needs eg paper, pens, agendas.                      |   |   |   |   |
| 7. I have an interest in people, their views and why they hold these.                                 |   |   |   |   |
| 8. In conversation, I ask questions to understand others viewpoints and to help solve a problem.      |   |   |   |   |
| 9. I am a good time manager and like things to keep to time.  |   |   |   |   |
| 10. I have a calm, easy-going manner although I am not a 'soft touch'.                                |   |   |   |   |
| 11. I will challenge people's approach where I feel there is a sound reason to.                       |   |   |   |   |
| 12. I find it quick and easy to build warm relationships with people.                                 |   |   |   |   |
| 13. I am willing to make and share a joke or two, where appropriate.                                  |   |   |   |   |
| 14. Because I structure and pace what I say, people tend to find me easy to listen to.                |   |   |   |   |
| 15. I care about myself and my image – it makes me feel good.   |   |   |   |   |
| 16. Generally, in discussion and meetings I am the one who is supportive of a 'can-do' approach.      |   |   |   |   |

### Now add up your score.

- 16 - 32 Your skills as a Tutor need all-round attention. Rethink your tutoring/training approach and take action to improve.
- 33 – 48 You perform reasonably well as a Tutor but certain skill areas need further development. Review these by looking over your answers.
- 49 – 64 You perform well as a Tutor, Trainer and Coach. Do not become complacent. Continue to prepare well and be a good example to others.

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