Tactical Tune Up

Rank the Coach:
How are you doing?

Just as coaches work to help their teammates and colleagues improve, it's necessary to continually evaluate your coaching skills to ensure that you're providing the most effective coaching to them. You can begin this self-evaluation process by completing the exercise below.

Below are listed critical coaching skills. In the first column, rate how you perceive your skill level. In the second column, take a step back and look at yourself from your staff's perspective. How would they rank you on these specific skills? Notice the gaps and plan how you might work to close them.	Rate your skill level 1 – 5 1=very poor 5=very strong	How would your staff rate you? 1 – 5 1=very poor 5=very strong
Setting Expectations • Do you try to develop a supportive bond with your direct reports? • Do you work with direct reports for agreement on desired goals and outcomes? • Do you demonstrate sincerity in wanting to help direct reports? • Do you prepare employees for coaching sessions in advance?		
Observational Skills • Do you watch or listen for signals that your help is needed? • Do you focus on immediate performance opportunities for your employees?		
Analytical Skills • Do you separate observations from judgments or assumptions? • Do you form and test hypotheses on direct reports' behavior before taking action on them?		
Active Listening Skills • Are you able to discern the emotions behind your employees' words? • Do you paraphrase/use some other method to clarify what's being said in a discussion? • Do you use open-ended questions to promote sharing of ideas and information?		
Confronting Skills • Do you customize your coaching approach depending on the person coached? • Are you careful to avoid using your own performance to measure others?		
Follow Through • Do you always follow up on a coaching discussion to make sure progress is proceeding as planned?		
Recognition and Feedback • Do you give specific, timely feedback • Do you give feedback that focuses on behavior and its consequences? • Do you give positive as well as negative feedback?		