

COACHING

Skills Self

Assessment

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Coaching Skills Self Assessment

Below are 20 characteristics employees have used to describe bosses they rate as effective coaches. Rate yourself in terms of what you think your employees would say about you. Please be honest. These answers are meant for your eyes only.

SCORING KEY:

1. Rarely Displayed 2. Sometimes Displayed 3 Frequently Displayed 4. Usually Displayed 5. Almost Always Displayed

As a coach, I:

- | | | | | | |
|--|---|---|---|---|---|
| 1. Capitalize on my employee's strengths | 1 | 2 | 3 | 4 | 5 |
| 2. Give my employees visibility | 1 | 2 | 3 | 4 | 5 |
| 3. Provide freedom to do their job | 1 | 2 | 3 | 4 | 5 |
| 4. Set high standards of excellence | 1 | 2 | 3 | 4 | 5 |
| 5. Orient employee to our company values and business strategies | 1 | 2 | 3 | 4 | 5 |
| 6. Hold employees accountable | 1 | 2 | 3 | 4 | 5 |
| 7. Protect employees from undue stress at work | 1 | 2 | 3 | 4 | 5 |
| 8. Encourage employees when he/she is discouraged or about to undertake new or difficult assignments | 1 | 2 | 3 | 4 | 5 |
| 9. Provide information about the company and the employee's role in the attainment of company goals | 1 | 2 | 3 | 4 | 5 |
| 10. Make performance expectations and priorities clear | 1 | 2 | 3 | 4 | 5 |
| 11. Take the time to build trust | 1 | 2 | 3 | 4 | 5 |
| 12. Provide appropriate training and support when needed | 1 | 2 | 3 | 4 | 5 |
| 13. Solicit and really listen to their ideas | 1 | 2 | 3 | 4 | 5 |

14. View employees as partners and critical to the success of our company 1 2 3 4 5
15. Serve as a good role model 1 2 3 4 5
16. Will not let employee's give up 1 2 3 4 5
17. Do not divulge their confidences 1 2 3 4 5
18. Explain new decisions and procedures and give advance notice of changes whenever possible 1 2 3 4 5
19. Provide employees with regular feedback about their job performance 1 2 3 4 5
20. Give employees credit when they deserve it 1 2 3 4 5

Total:

1	2	3	4	5

Scoring:

A total of:

75 – 90 + = Excellent

50 - 74 = Fair to Good

Below 49 = Needs Improvement

Now choose three characteristics that need the most improvement and write them below and how you will work on improving them .

1. _____

2. _____

3. _____

**Bonus Section: How Brave Are You To Find Out
Your Employees Opinion of Your Coaching Skills?**

SCORING KEY: Rarely Displayed 2. Sometimes Displayed 3 Frequently
Displayed 4. Usually Displayed 5. Almost Always Displayed

As my boss you:

- | | | | | | |
|--|---|---|---|---|---|
| 1. Capitalize on my strengths | 1 | 2 | 3 | 4 | 5 |
| 2. Give me visibility | 1 | 2 | 3 | 4 | 5 |
| 3. Provides me freedom to do my job | 1 | 2 | 3 | 4 | 5 |
| 4. Set high standards of excellence | 1 | 2 | 3 | 4 | 5 |
| 5. Orient me to company values/business strategies | 1 | 2 | 3 | 4 | 5 |
| 6. Hold me accountable for my actions | 1 | 2 | 3 | 4 | 5 |
| 7. Protect me from undue stress at work | 1 | 2 | 3 | 4 | 5 |
| 8. Encourage me when I'm discouraged or
about to undertake a new or difficult
assignment | 1 | 2 | 3 | 4 | 5 |
| 9. Provide information about the company and
my role in the attainment of company goals | 1 | 2 | 3 | 4 | 5 |
| 10 Make performance expectations and
priorities clear | 1 | 2 | 3 | 4 | 5 |
| 11. Take the time to build trust between us | 1 | 2 | 3 | 4 | 5 |
| 12. Provide appropriate training & support
when needed | 1 | 2 | 3 | 4 | 5 |
| 13. Solicit and really listens to my ideas | 1 | 2 | 3 | 4 | 5 |
| 14. View me as a partner who is critical to
the success of our company | 1 | 2 | 3 | 4 | 5 |
| 15. Serve as a good role model | 1 | 2 | 3 | 4 | 5 |
| 16. Will not let me give up | 1 | 2 | 3 | 4 | 5 |
| 17. Do not divulge confidences | 1 | 2 | 3 | 4 | 5 |
| 18. Explain reasons for decisions and procedures
and gives advance notice of changes whenever
possible | 1 | 2 | 3 | 4 | 5 |
| 19. Provide me with regular feedback
about my job performance | 1 | 2 | 3 | 4 | 5 |
| 20. Give me credit when I deserve it | 1 | 2 | 3 | 4 | 5 |

Total:

1	2	3	4	5