Coaching Skills for Leaders and Managers

with Sara Canaday



Coaching Self-Assessment

Instructions: Please read each statement below and use the following scale to indicate how strongly you agree or disagree. Statements you score with a 3 represent strengths you can leverage as a coach, while those rated with a 1 or 2 represent opportunities for improvement.

- 1 = Rarely
- 2 = Sometimes
- **3** = Usually

When coaching employees, I assume positive intent. I keep an open mind and try to understand the point of view of others. When coaching employees, I show genuine curiosity in what they have to say. I ask probing and open-ended questions to better understand a situation before giving my advice. When I listen, I try to clarify what my employees have said by summarizing what I heard. When listening, I give my full attention and put all distractions aside. I demonstrate attentiveness with eye contact and body language. I provide positive and negative feedback in a timely manner. I help employees recognize their strengths and areas for improvement. I help employees understand the impact of their behavior. I help employees identify any potential misalignment between their intended impact and how others actually experience them. I give my employees the benefit of the doubt. I take time to understand the long-term career aspirations of the people I coach. I encourage my employees to challenge their own assumptions and explore new ideas and approaches. I help employees come up with their own solutions rather than imposing mine. I support my employees in identifying goals that will have the most impact on their success at work. I partner with my employees to create development plans that will help them become more effective in reaching their immediate goals. I partner with my employees to create development plans targeted to prepare them for career advancement. I believe that I genuinely share in the success of those I coach.	
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