This is a checklist of the characteristics employees typically mention when describing effective coaches.

Use this checklist to identify your development opportunities with respect to coaching others.

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| As a coach I: | Seldom | Sometimes | Consistently |
| 1. Identify strengths and development needs of employees. |  |  |  |
| 1. Give employees timely and specific feedback. |  |  |  |
| 1. Provide employees with opportunities to have input on the way their job is performed. |  |  |  |
| 1. Orient employees to university values and college/ divisional strategy. |  |  |  |
| 1. Show interest in employees’ career development. |  |  |  |
| 1. Praise accomplishments and celebrate the success of employees. |  |  |  |
| 1. Communicate clearly and candidly, avoid vagueness, ambiguity, mixed messages and confusion. |  |  |  |
| 1. Encourage employees when they are discouraged or about to undertake new or difficult assignment. |  |  |  |
| 1. Provide challenging assignments. |  |  |  |
| 1. Regularly follows up with employees after coaching sessions. |  |  |  |
| 1. Solicit and listen to ideas. |  |  |  |
| 1. Encourage continuous improvement, risk taking and learning from mistakes. |  |  |  |
| 1. Ensure each employee has a completed Performance Appraisal which is updated and discussed throughout the year. |  |  |  |
| 1. Let employees know when results are not meeting expectations. |  |  |  |