

The Leader's Checklist For Coaching

Check or complete all that apply to the individual.

1. Is coaching right for the person right now?

- He/she is motivated to change or learn.
- He/she has others needed support to accomplish the coaching.
- He/she believes that he/she is primary person who needs to do something now (not someone else).
- He/she is ready for a collaborative partnership to learn and/or achieve business results.
- He/she is receptive to one-on-one help and guidance.
- He/she is emotionally stable and not going through any major, personal period of crisis or distress
- He/she is willing to commit him/herself to a period of significant time and work to make the coaching successful.

2. What does the person want or need to accomplish through executive coaching?

- Decision making
- Problem solving
- Skill development
- Habit change
- Develop/improve relationships
- Plan strategy
- Implement strategy
- Success at a new assignment
- Improve the executive's communication
- Manage change
- Plan the executive's development
- Resolve conflict
- Help gain personal awareness
- Clarify roles/responsibilities
- Other goals: _____

3. What is the most important thing the person needs to accomplish in coaching?

4. How does a coach need to help?

- Educate/teach the person
- Get and give feedback for the person
- Mediate issues between the person and others
- Collect data and help evaluate the situation
- Advise
- Mentor
- Discuss things, talk them out
- Other help: _____

5. Based on the person's past experience and what the person is like, what qualities would be most important in the person's coach?

- Directness
 - Compassion
 - Diplomacy
 - Patience
 - Knowledge: _____
 - Experience: _____
 - Intelligence: _____
 - Humor
 - Pace: _____
 - Listening
 - Perfectionism
 - Other personal characteristics or styles in a coach:
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6. Important things a coach should know about the situation and the person to help decide if the coach is the best fit:
