

COACHING SESSION CHECKLIST

This checklist provides you with a list of items that will help you to remember to use each of the coaching skills you have developed, or want to develop, during each of your coaching session you. You can use this list of reminders to assess how well you are developing each of these skills by putting a tick in the far right column every time you used this skill you to use each of your coaching skills during the session.

ACTIVE LISTENING:

Removed distractions

Acknowledged your understanding

Recognized BOTH the signs & sounds/words of what has been said

Used this Skill

SETTING SMART GOALS TO:

Activate Planning

Encourage thought & new ideas

Focus attention

Energize coachee

QUESTIONING TECHNIQUES:

Focus's attention of coachee

Encouraged exploration of ideas & thoughts

Fosters commitment of coachee

DEMONSTRATING EMPATHY:

Awareness of coachee's feelings

Recognition of strength of feeling / belief

<p>USING YOUR INTUITION:</p> <ul style="list-style-type: none"> Articulate your intuition Qualify its accuracy with coachee Request coachee to elaborate 	<p>Used this Skill</p>
<p>BUILDING RAPPORT:</p> <ul style="list-style-type: none"> Focus on work-related examples e.g. Organizational goals / Competitor activities Demonstrate your trust & openness Display honest behavior 	
<p>GIVING CONSTRUCTIVE FEEDBACK:</p> <ul style="list-style-type: none"> Based on Observation On coachee's actions On the likely consequences of these actions Focus on a specific behavior Focus on future options 	
<p>ACTIONS FOR FUTURE SESSION:</p> <ol style="list-style-type: none"> 1. 2. 3. 4. 	