

Checklist for Coaching

1. Is coaching right for the person right now?

- He/she is motivated to change or learn.
- He/she has 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
- 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

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 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. 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: _____

4. Important things a coach should know about the situation and the person to help decide if the coach is the best fit:
