



Evaluating your coaching skills

	No knowledge	Not confident	Fairly confident	Confident	Comments and notes
Communication					
Using non judgemental listening					
Using an effective questioning style					
Creating and maintaining a connection and rapport with others (including difficult situations)					
Understanding the body language of others					
Using own body language to enhance coaching work					
Using reframing effectively to move someone forward					
Using clarifying, reflecting and mirroring effectively to move someone forward					
Self awareness					
Aware of own strengths and weaknesses					
Curious and interested in others					
Constantly reflective and identifying 'critical moments'					
Reflective on impact of self and behaviours on others					
Able to identify conflicts of interest					
Able to recognise occurrence of transference & countertransference and put strategies in place					
Able to 'be in the moment' without distractions					
Able to use intuition and knowledge of coachee to support knowledge and theory					
Pays attention to own well being					
Self management					
Can manage own emotions under pressure					
Can respond flexibly to situations as they arise					
Listens and actively responds to feedback from others					
Can organise and plan meetings to have a focus, direction and clear ways forward					
Reliable and punctual					
Organises appropriate supervision for themselves					

Able to maintain confidentiality					
Prepared to take risks and try different tools and techniques					
Takes responsibility for keeping up to date with theory and knowledge of coaching					
Social awareness					
Able to tune into the emotions of others					
Able to act as sounding board for others					
Able to give feedback constructively					
Able to be non judgemental					
Understands appropriate responses to different social situations e.g. use of humour, when to be formal and informal					
Relationship management					
Regularly seeks opportunities to develop the skills of others					
Motivates others					
Able to recognise a coachee who is too dependent and put strategies in place					
Able to recognise inappropriate issues being raised (e.g. therapy issues) and put strategies in place					
Able to meet both the client and organisation needs without compromising either relationship					
Believes in the coachee's ability to move forward even in difficult circumstances and their own ability to support the client					