

Coaching Checklist

By Kimberly French

- Coaching
 - Plan the approach before you start a coaching session.
 - Hold a preliminary meeting with the learner to establish the ground rules.
 - Identify and agree the learning needs.
 - Determine the learning objectives.
 - Agree success criteria.
 - Review the options and make a detailed plan.
 - Identify the learners learning style.
 - Identify suitable opportunities for coaching.
 - Carry out the session or program of sessions.
 - Give a clear and easy-to-follow demonstration.
 - Watch for signs that the learner has missed something.
 - Build in summaries and reviews at appropriate points.
 - Let the learner try out the task for themselves.
 - Provide the encouragement all learners need.
 - Provide honest feedback.
 - Plan development activities for the learner to undertake between coaching sessions.
 - Discuss and review the learner's success against the criteria and standards for acceptable performance.
 - Discuss how well the learner handled the learning process.
 - Plan more coaching if the task or the learning objectives haven't been met in full.
- Coach Skills
 - Caring, supportive and patient.
 - Have good listening skills.
 - Aware of their own strengths and weaknesses.
 - Have good verbal and non-verbal skills.
 - Good observers and counsellors.