

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.