Coaching Checklist

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# Tasks:

☐ **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.**