Coach Evaluation Form

This form can be used by a manager to evaluate a coach’s capabilities.

Name of coach: Date:

Name of manager:

|  |  |  |
| --- | --- | --- |
| Category  | What I did well | What I will improve |
| Understanding Self• behaves in a manner that facilitates the coaching/mentoring process • manages issues of diversity in their coaching/mentoring practice • describes their own values, beliefs and attitudes that guide their coaching /mentoring practice • behaves in alignment with their values and beliefs  |   |  |
| Commitment to Self-Development* practises and evaluates their coaching/mentoring skills
 |   |  |
| Managing the contract* explains their role in relation to the client

• explains the benefits of coaching/ mentoring both for the clientand in relation to the client’s context • agrees appropriate levels of both confidentiality and communication to others • manages the conclusion of the conversation  |  |  |
| Building the relationship * explains how own behaviours can affect the coaching/mentoring process

• treats all people with respect and maintains client’s dignity • describes and applies at least one method of building rapport • uses language appropriate to the client • develops trust through keeping commitments and being non-judgemental with client  |  |  |
| Enabling insight and learning• demonstrates belief in helping others to develop • believes that others learn best for themselves• checks thoroughly for understanding • uses an active listening style • explains the principles of questioning and at least one framework • offers feedback in an appropriate style • offers advice and ideas only when appropriate  |  |  |
| Outcome and Action* assists client to clarify and review their desired outcomes and to set appropriate goals

• ensures congruence between client’s goals and the context they are in • explores a range of options for achieving the goals • ensures the client chooses solutions • keeps appropriate notes • reviews progress and learning • ensures the client leaves the session enabled to use new ideas and learning  |  |  |
| Use of Models and Techniques• bases approach on a model or framework of coach-mentoring  |  |  |
| Evaluating* evaluates outcomes with client (and stakeholders if relevant)

• monitors and reflects on the effectiveness of the whole process • requests feedback from client on coaching/mentoring • receives and accepts feedback appropriately  |  |  |

Action points:

Any other comments: