Coach Evaluation Form

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

Name of coach: Date:

Name of manager:

|  |  |  |
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| 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 client  and 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: