

Coaching Observation Checklist

Date:	Time:	Location:
Observer:		Observed Coach:

Coaching Behavior	<i>Not observed</i>	<i>Partially or unsuccessfully executed</i>	<i>Completely and successfully executed</i>	
Structure				
SEQUENTIAL STEPS	1. Before providing his/her own observations, coach asks recipients of coaching to identify the things they felt went well.			
	2. Coach offers his/her observations of things that went well.			
	3. Before providing his/her own observations, coach asks recipients to identify things they would do differently in the future.			
	4. Coach asks questions of the recipients in order to elicit clarification and prompt reflection regarding areas of improvement.			
	5. Coach allows recipients to offer clarification and/or reflect on areas for improvement.			
	6. Coach offers suggestions.			
	7. Coach guides recipients to identify solutions for problem areas in the form of action steps.			
Content				
8. Coach helps recipients identify solutions to potential barriers to implementation.				
9. Coach offers suggestions that are appropriate in number and reasonable in scope.				
10. Coach provides examples of correct implementation with suggestions.				

Coaching Behavior	<i>Not observed</i>	<i>Partially or unsuccessfully executed</i>	<i>Completely and successfully executed</i>
11. Coach provides a rationale for each suggestion.			
12. Recipients successfully identify action steps.			
Communication			
13. Coach offers suggestions for improvement in a constructive way.			
14. Coach avoids judgment or bias when providing observations and suggestions.			
15. Coach uses questions to prompt reflection rather than simply telling the recipients their problem areas.			
Efficacy			
16. Do the individual(s) being coached appear to be open to implementing the suggestions/action steps? <i>Unreceptive</i> 1 2 3 4 5 6 7 8 9 10 <i>Highly Receptive</i>			
17. Overall, I would rate the coaching as: <i>Not Effective</i> 1 2 3 4 5 6 7 8 9 10 <i>Highly Effective</i>			
18. Overall Comments:			

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This checklist was developed based on a number of resources discussing the elements of effective coaching practices. These references guided our thinking in conceptualizing and categorizing the items on this checklist.

References

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