

# Coaching

## COACHING CHECKLIST



I have	Yes	No
Checked that the other person wants to be coached.		
Confirmed the date and time with the other person and checked that it suits their obligations.		
Planned my calendar so that nothing will cut into the session time.		
Chosen an environment that is conducive to conversation.		
Checked that the location is suitable for the other person.		
Considered the layout of the area and moved any furniture that would create a physical barrier.		
Turned off my phone or any other potential distractions and asked the other person to do the same.		
Considered my coaching skills and thought about actions I need to take to ensure the coaching session is effective.		
Thought about the other person's view of their situation and tried to place myself in their shoes prior to the session.		
Reflected on my own assumptions about the situation or the person.		
Made an outline of some of the questions I might want to ask to clarify the situation.		

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Additional notes: