

# THE COACHING CHECKLIST©

## How do you want to be coached?

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Use the checklist below to identify those preferences you have about how you want to work with your Coach. Place a check mark in all the boxes that apply.

### Structure of the Process

- Free flow of ideas
- Brain storming with focus
- Some structure
- Lots of structure
- Other: \_\_\_\_\_

### Relationship

- Build rapport quickly
- Like to know you're interested
- Take time to trust you
- Don't trust easily
- Other: \_\_\_\_\_

### Focus Of Issues

- Business only
- Professional Development
- Professional and Personal
- Personal
- Other: \_\_\_\_\_

### Pace

- Fast pace
- Moderate pace
- Slow pace
- No predetermined pace
- Other: \_\_\_\_\_

### Confidentiality

- Information with me only
- Share with appropriate resources
- Collaborate with my manager
- Collaborate with designees
- Other: \_\_\_\_\_

### Goals

- Like to work toward goals
- Change goals as needed
- Goals for sessions only
- No goals
- Other: \_\_\_\_\_

### Listening & Understanding

- Listen and paraphrase
- Listen and ask questions
- Listen and probe
- Interrupt when needed
- Other: \_\_\_\_\_

### In Teams

- Coach toward leadership
- Coach to be a team player
- Coach to input my ideas
- Coach to look at bigger picture
- Other: \_\_\_\_\_

### Projects

- Coach me to delegate
- Coach to stay focused
- Coach to follow through
- Coach to avoid perfection
- Other: \_\_\_\_\_

### When Making Decisions

- Want to make them quickly
- Want to make sound ones
- Want help exploring options
- Want time to consider options
- Other: \_\_\_\_\_

### Acknowledgment

- Not very important
- For my abilities
- For my progress
- For the person I am
- Other: \_\_\_\_\_

### Calling Me on Things

- Be deliberate/straight forward
- Give info and options
- Deliver respectfully
- Tell me what and build case
- Other: \_\_\_\_\_

### Delivering Information

- Give me bottom line
- Big picture with info
- Need both sides of issue
- Need lots of detail first
- Other: \_\_\_\_\_

### Integrity

- Absolute honesty
- Want to see you "walk the talk"
- Hold me to my commitments
- Need to know guiding principles
- Other: \_\_\_\_\_

### Celebrating Accomplishments

- Don't make a big deal
- Sounds fun, a "must do"
- Coach me to celebrate myself
- Teach me what it is to do so
- Other: \_\_\_\_\_

---

The Coach's Checklist© is copyrighted by Coachworks International. It is used here with permission.

Developed by CoachWorks International, Dallas, TX USA  
Corporate Coach U International. Copyright 1998. All rights reserved.