**Tool 4.2 – Coaching Ability Checklist**

Here is a checklist to prompt your reflections about your coaching ability:

* Do your employees trust you?
* Do you have a close connection with each of your team members?
* Are you an engaged listener?
* Do you spend enough time coaching your team members?
* Do you seek opportunities where you can assist your employees to work more effectively?
* Do you set clear development/coaching goals?
* Are the goals focused on business outcomes?
* Do you help your employees see the connection between their work and the organization’s mission and strategic goals?
* Are you collaborative rather than directive?
* Do you tailor your coaching to each direct report?
* Are you holding people accountable - measuring and tracking results?
* Do you know how to coach your star performers to even higher levels of performance?
* Do you know how to coach your team members whose performance is below standard?
* Rather than specifying your own solutions, do you ask questions, giving your employees the time to reflect and figure out how they could do things differently in the future?
* Do you share your personal insights?
* Do you share your experiences?
* How can you use coaching opportunities to boost productivity?
* Do you provide frequent coaching to your team members?
* Do you apprise your employees about promotional opportunities in the organization and help them understand specific skill requirements?
* Do your employees feel that your coaching is valuable?
* Do you follow through on any commitments you’ve made?
* Are you using recognition to reinforce effective performance?
* Are you coached by your manager?
* Have you been trained on how to coach?
* Do the executives in your organization coach?