

Critical Coaching Activities Assessment

Instructions: A primary way in which managers empower their people is by working with them one-on-one to improve performance. Take this assessment to determine where to focus your coaching time with staff.

Coaching Activities	Strength	Skilled	OK	Needs Development
<p>1. Delegating tasks: Effectively assigns tasks to others while maintaining responsibility for results; considers skill level of employee and challenge level of assignment. Resource: <u>Successful Delegation</u></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>2. Communicating instructions: Explains how to accomplish assignments; clarifies the details and the expectations for each new assignment. Resource: <u>7 tips on how to give clear, understandable instructions to staff</u></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>3. Providing constructive feedback: Carefully observes employee performance; shares those observations productively. Resource: <u>Planning to Give Feedback</u></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>4. Rewarding improvement: Uses formal and informal means to recognize employees who make progress toward the accomplishment of critical priorities. Resource: <u>Recognition Toolkit</u></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>5. Dealing with performance problems: Addresses performance issues and encourages employees when they do not meet expectations. Resource: <u>Your Human Resources Representative</u></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<p>6. Confronting difficult situations: In one-on-one meetings with employees, brings up potentially uncomfortable issues that are affecting the work. Resource: <u>Conflict Management Learn Now guide</u></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>7. Responding to requests: Approachable and willing to consult with employees when needed; makes quality decisions. Resource: <u>Communicating Effectively</u></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>8. Following through: Monitors the outcomes of coaching; provides additional assistance when necessary. Resource: <u>How to Have a Great One-on-One</u></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>9. Managing performance goals: Collaborates with employees to establish and maintain annual goals for performance. Resource: <u>Performance Checkpoints page</u></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>