

## Performance Coaching Assessment Worksheet



This Performance Coaching Assessment Worksheet is designed to identify skills needed to effectively and positively performance coach. The assessment can be used to determine whether or not an individual is ready to coach or to evaluate performance. Review each defined skill and circle the appropriate ability level.

**Coach** \_\_\_\_\_ **Assessed by** \_\_\_\_\_ **Date** \_\_\_\_\_

**Skill Levels**  
**1 = Does not possess**  
**2 = Developing**  
**3 = Mastered**

<b>Coaching Skill</b>	<b>1</b>	<b>2</b>	<b>3</b>
Recognizes and promotes others for a job well done!			
Adapts coaching style to individual being coached.			
Ability to identify reasons why employee is not performing up to expectations.			
Understands the compensation program and can effectively communicate it to others.			
Shares information and communicate company strategy, goals and vision.			
Ability to describe how incentives are intended to motivate people to achieve desired business goals.			
Helps each employee understand how his/her role supports the business.			
Works with others to set priorities based on what is most important to the business.			
Creates an environment that encourages continuous learning and improvement.			
Assigns clear authority and accountability.			
Holds self as well as others accountable for performance and meeting commitments.			
Creates an environment where people take calculated risks.			
Translates big picture concepts into goals and objectives that can be implemented.			
Effectively presents concepts and ideas.			
Gives candid and constructive feedback			
Listens actively, demonstrating an understanding of others views and needs.			
Establishes clear expectations for performance.			