

## Real Balance Coaching Self Observation Tool©

**Client:**

**Date of Session:**

**Coach:**

- Listen to a recording of a client session observing your coaching for:
  - Consistency
  - What you did well
  - Where you missed opportunities to use your coaching skills
  - How you could coach better
- Rate you coaching on a 1-3 scale or note N/A for what did not apply in this session

1 = Satisfactory 2. Adequate – could be better 3. Missed opportunity or needs to improve. N/A – Not applicable – did not occur in this session

**The coach:**

	1	2	3	N/A
Creates and sustains rapport with client	1	2	3	N/A
Demonstrates effective use of voice, eg. tone, and language				N/A
Reflects or summarizes what the client communicates to ensure clarity and understanding, thereby demonstrating the ability to actively listen to the client	1	2	3	N/A
Recognizes opportunities to express empathic understanding and shows support, empathy and concern for the client.	1	2	3	N/A
Assists the client to create new awareness and assists the client to explore beyond current thinking	1	2	3	N/A
Questions are consistently open-ended	1	2	3	N/A
Demonstrates a balance between questions and Active Listening Skills	1	2	3	N/A
Creates or allows space for silence, pause or reflection	1	2	3	N/A
Partners with the client to manage the time and focus of the session	1	2	3	N/A
Responds in a consistently non-directive manner	1	2	3	N/A
Elicits and explores client’s thoughts, what the client knows and wants to know before making suggestions or offering resources.	1	2	3	N/A
Asks permission to share resources, to make suggestions, or to switch hats	1	2	3	N/A

Shares observations of client's behavior and speech in a neutral and helpful way	1	2	3	N/A
Notices, acknowledges and explores the client's emotions, energy shifts, nonverbal cues or other behaviors	1	2	3	N/A
Invites the client to generate ideas about how they can move forward and what they are willing or able to do	1	2	3	N/A
Partners with the client to design doable action steps and accountability measures that integrate and expand new learning	1	2	3	N/A
Acknowledges and supports client autonomy in the design of goals, actions and methods of accountability	1	2	3	N/A
Explores session focus in sync with client's stage of readiness for change	1	2	3	N/A

**In this session what strengths of yours did you demonstrate? What you believe you did well?**

**Reviewing this session, what are some areas that you feel you need to work on? What are some areas that you recognize as needing growth?**