

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 – 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?