

Handout 13 – Preparation for Coaching Checklist

PREPARATION FOR COACHING CHECKLIST		
1	Who is (are) the learner(s)?	
2	What position(s) do they hold in the organisation?	
3	What skills / knowledge do they need to learn (which they currently lack)? Briefly describe what skills / knowledge they need to acquire? Complete the following: The learner needs to be able to ...	
4	What is their current level of knowledge and skill ? I.E. What are they not able to do that you would like them to be able to do? (Describe what they need to learn).	
5	How well do they need to be able to do what you have described in section 3? (If there are any standards etc. describe them).	
6	Are you sure that you can fix the competency gap by providing on-the-job instruction of coaching? Is there definitely a lack of knowledge / skills or are there other reasons for poor performance? In short would the learner be able to do what is required if their life depended on it? (List any other causes of poor performance besides lack of knowledge / skills).	
7	If you are sure that you are dealing with a genuine coaching need, proceed to ...	
8	Do you need to provide the learners with any tools or other resources to do what you have described under 2 & 3.	
9	Is there any important information which you need to present to the learner? Briefly describe what information the learner needs to grasp.	
10	Will the learner need to see the skill demonstrated in order to learn it? If so, describe how you would demonstrate the skill. Write down the steps you would follow in the order that you would demonstrate them in:	
11	Will it be enough to provide the learner(s) with on-the-job coaching? Are there any other learning strategies that you should be using as well? (e.g. formal training, self study, challenging work assignments, etc.)	
12	If you are satisfied that this is really an on-the-job coaching need , then take the information and plan how to address it.	