

# Performance Coaching Self-Assessment

## Directions

Reflect on your experiences as a manager. For each behavior or action listed, first rate your level of SKILL and then rate the IMPORTANCE of that skill to your success as a manager.

The rating scale is measured from high/always (1) to low/never (6):

**1=Always 2 = Quite Often 3 = Sometimes 4 = Infrequently 5 = Rarely 6 = Never**

Please make clarifying comments as appropriate. Please be candid and honest.

#	Behavior/Action	SKILL	IMPORTANCE	Comments
		1=Always 2=Quite Often 3=Sometimes 4=Infrequently 5=Rarely 6=Never	1 2 3 4 5 6	
1.	Solicit and listen to team members' ideas and solutions.	1 2 3 4 5 6	1 2 3 4 5 6	
2.	Translate big picture concepts into goals and objectives that can be implemented by our team.	1 2 3 4 5 6	1 2 3 4 5 6	
3.	Explain reasons for decisions and procedures and give advance notice of changes whenever possible.	1 2 3 4 5 6	1 2 3 4 5 6	
4.	Develop talent.	1 2 3 4 5 6	1 2 3 4 5 6	
5.	Understand and address the things that motivate team members.	1 2 3 4 5 6	1 2 3 4 5 6	
6.	Make performance expectations and priorities clear.	1 2 3 4 5 6	1 2 3 4 5 6	
7.	Provide specific positive reinforcement regularly.	1 2 3 4 5 6	1 2 3 4 5 6	
8.	Give full attention to discussions with team members and minimize distractions.	1 2 3 4 5 6	1 2 3 4 5 6	
9.	Provide team members with regular, candid, and constructive feedback about their job performance.	1 2 3 4 5 6	1 2 3 4 5 6	
10.	Schedule appropriate time for team members.	1 2 3 4 5 6	1 2 3 4 5 6	
11.	Correct performance problems immediately before they become major issues.	1 2 3 4 5 6	1 2 3 4 5 6	
12.	Tell team members when they are not meeting expectations.	1 2 3 4 5 6	1 2 3 4 5 6	
13.	Communicate a sense of "being in charge."	1 2 3 4 5 6	1 2 3 4 5 6	
14.	Maintain a positive, upbeat, enthusiastic attitude.	1 2 3 4 5 6	1 2 3 4 5 6	
15.	Display a high standard of ethics and principles.	1 2 3 4 5 6	1 2 3 4 5 6	

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16.	Generate a sense of team pride and spirit.	1 2 3 4 5 6	1 2 3 4 5 6	
17.	Earn team members' trust (they trust you).	1 2 3 4 5 6	1 2 3 4 5 6	
18.	Communicate clear team goals. Members understand and share the goals and can make decisions based on those goals.	1 2 3 4 5 6	1 2 3 4 5 6	
19.	Trust team members to do the work and make decisions independently.	1 2 3 4 5 6	1 2 3 4 5 6	
20.	Able to perform the functions of the people supervised.	1 2 3 4 5 6	1 2 3 4 5 6	
21.	Treat people with respect and compassion.	1 2 3 4 5 6	1 2 3 4 5 6	
22.	Balance managing the metrics with managing the "human being."	1 2 3 4 5 6	1 2 3 4 5 6	
23.	Encourage team members' career growth by providing direction and support.	1 2 3 4 5 6	1 2 3 4 5 6	
24.	Make decisions that are fair and consistent.	1 2 3 4 5 6	1 2 3 4 5 6	
25.	Give credit where it is due.	1 2 3 4 5 6	1 2 3 4 5 6	
26.	Do not show favoritism in administering policies and procedures.	1 2 3 4 5 6	1 2 3 4 5 6	
27.	Delegate authority and responsibility appropriately.	1 2 3 4 5 6	1 2 3 4 5 6	
28.	Deliver on promises and commitments.	1 2 3 4 5 6	1 2 3 4 5 6	
29.	Celebrate success.	1 2 3 4 5 6	1 2 3 4 5 6	