

**Quick
Tips**

Coaching Effectiveness Checklist

10 Points of an Effective Coaching Session

- Am I present? Do I have adequate time and attention for the coaching session? Have I cleared my mind to focus on this activity? Have I separated all of the issues I may be dealing with from the objectives of this coaching session?
- Am I clear on our actions and advances from my last session with this rep?
- Do I have 3 quality questions that dig deeper or drive the conversation forward, should this session get “stuck”?
- Do I have a clear agenda/plan for this meeting?
- Am I asking questions rather than telling or explaining?
- Am I staying focused on effort rather than on outcomes?
- Are we setting clear actions for each for each issue we are discussing? Is the rep leading these determinations?
- Did I finish the session by having the person I’m coaching state specifically what they learned or how they benefitted from the discussion and by summarizing the actions that have been committed to?
- Did we focus on advances rather than continuations?
- Did we set the date of our next session?