



COACHING EXERCISE #12

Coaching Competencies Self-Assessment

A self-assessment on the core competencies for coaching can help you optimize your strengths and develop areas where improvement is needed. The following is a list of consulting competencies and definition. Rate yourself on a 1 to 5 scale for each item listed in terms of level of competency. After completing the self-rating, review your responses. Select one or two areas in which you rated yourself low and work at developing skills in that area.

1 = Very Low
2 = Low
3 = Moderate
4 = High
5 = Very High

Task / Project Management Competencies

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|---|---|---|---|---|--|
| 1 | 2 | 3 | 4 | 5 | BUSINESS ACUMEN: Ability to link organizational vision/mission/values to project planning and internal consulting activities. |
| 1 | 2 | 3 | 4 | 5 | SYSTEMS THINKING: Ability to understand and integrate the organization's leadership, purpose, structure, work processes and relationships in ways that are useful to the client. |
| 1 | 2 | 3 | 4 | 5 | PROCESS CONSULTING SKILLS: Ability to utilize active listening, probing techniques, constructive confrontation, feedback and appropriate interpersonal communications to assist the client or team achieve results. |
| 1 | 2 | 3 | 4 | 5 | INFLUENCE: Ability to utilize appropriate interpersonal approaches to gain agreement and commitment to a plan, idea or concept. |
| 1 | 2 | 3 | 4 | 5 | NEGOTIATING: The ability to establish a mutual understanding, clarification and agreement of what is expected including scope, duration, cost, schedule and responsibilities of the consultant and client. |
| 1 | 2 | 3 | 4 | 5 | PROBLEM IDENTIFICATION SKILLS: The ability to identify problems through data gathering methods including interviews, focus groups and written surveys. |
| 1 | 2 | 3 | 4 | 5 | PROJECT PLANNING: Ability to plan, coordinate, schedule, direct and monitor the tasks, activities and assignments to effectively complete a consulting project. |
| 1 | 2 | 3 | 4 | 5 | RESEARCH/EVALUATION: Ability to understand and utilize appropriate action research methods approaches to determine the effectiveness and impact of consulting recommendations and actions with a client. |

Interpersonal Competencies

1 2 3 4 5

LISTENING: Ability to be attentive and understand the verbal communications of others.

1 2 3 4 5

ORAL COMMUNICATION: Ability to convey thoughts & ideas in a clear and concise manner.

1 2 3 4 5

FEEDBACK/PRESENTATION: Ability to share and provide information, data and feedback to an organization or client in a meaningful and useful manner.

1 2 3 4 5

SENSITIVITY/DIVERSITY: Ability to take actions that demonstrate consideration for the feelings and needs of others.

1 2 3 4 5

NEGOTIATION/CONFLICT MANAGEMENT: Ability to negotiate and effectively resolve interpersonal differences with others.

1 2 3 4 5

LEADERSHIP: Ability to utilize appropriate interpersonal styles and approaches in facilitating a group towards task achievement.

1 2 3 4 5

CLIENT RELATIONSHIP/RAPPORT: Ability to effectively establish a cooperative working relationship and climate of trust, openness and candor with the client/others.

1 2 3 4 5

COACHING/DEVELOPMENT: Ability to use diverse techniques to provide feedback, coach, motivate and enhance the professional development of employees.

Self-Management Competencies

1 2 3 4 5

SELF INSIGHT: Ability to accurately appraise one's strengths and development areas.

1 2 3 4 5

SELF DEVELOPMENT: Ability to pursue continuous development and have a clear career direction.

1 2 3 4 5

INITIATIVE: Ability to take action and make decisions without direction from others.

1 2 3 4 5

ADAPTABILITY/FLEXIBILITY: Ability to maintain a high level of performance and well being under work pressure, challenge, change, and ambiguity. Ability to adjust and maintain effectiveness in the face of multiple demands, interpersonal challenges, and changes. Demonstrates resilience in the face of time pressure, interpersonal challenge, or adversity.

1 2 3 4 5

CREATIVITY: Ability to generate new and sustainable methods, approaches and solutions. Takes, encourages, and supports prudent risks and change to achieve improved results.

1 2 3 4 5

HONESTY/INTERGRITY: Ability to consistently demonstrate professionalism, candor, honesty and integrity in all dealings with the client/client system