

# Coaching Skills Checklist

Reiser, Cliffe, Milne and NES, 2023

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This measure should be used to evaluate the quality of the coaching delivered. It can be self-completed, by the coach, or completed by an independent observer, e.g., the person being coached (the coachee). It is intended to be a useful tool for reflection on practice and to enhance the quality of coaching that is delivered.

Completed by

Date

Name of coach

Name of coachee

Item	Not demonstrated	Partially demonstrated	Well demonstrated
1 <b>Skilled and confident in their delivery of the psychological intervention evidenced using a fidelity checklist</b>			
2 <b>Sets an agenda and keeps to time</b> Agrees objectives for a coaching session and covers these within the time allocated			
3 <b>Creates a safe and empathic listening space</b>			
4 <b>Demonstrates good practice</b> Models good practice via video examples or live coach demonstrations			
5 <b>Teaching</b> Employs multiple methods to educate coachee (informing, discussing, checking)			

6	<b>Training</b> Facilitates experiential learning where the coach refines the coachee's skills during practice – role-play / simulated practice / rehearsal / discussion / use of guided practice			
7	<b>Reflects on practice</b> Coachee is supported to use models of reflective practice (e.g., Kolb's Learning Cycle) to apply the training material to their practice			
8	<b>Observes coachee's work</b> Direct or indirect, e.g., audio / video, observe coachee in practice to identify gaps in skills			
9	<b>Evaluates</b> Provides feedback in a constructive manner			
10	<b>Plan and Set Goals</b> Collaboratively agree goals for the coachee to work towards			
11	<b>Asks for feedback</b> Allow coachee to feedback on their experiences of the coaching during open and frank discussions			

Please list any further feedback and / or note plans of action

#### Attribution and use of the measure

This questionnaire is largely adapted from the SAGE measure from **Reiser, Cliffe and Milne (2018), An improved competence scale for CBT Supervision: Short-SAGE**. The Cognitive Behaviour Therapist, 11 (7), 1-16. The authors have granted permission for NES to adapt the SAGE items for use in a Coaching questionnaire. You are free to apply, copy, distribute and transmit the measure, provided that you: attribute the work to **Reiser, Cliffe, Milne and NES (2023)**, do not in any way suggest that the authors endorse you, do not use this work for commercial purposes; do not rely on the material as a substitute for specific professional or expert advice (e.g., training in using the CSC or SAGE); do not alter, transform, or build upon this measure. Nothing in this statement impairs or restricts the authors' moral rights.