## **Coaching Preparation** Person being Coached:

## Task:



What would be an excellent outcome for <u>this person</u> on <u>this task</u>? What would I like to achieve in this meeting?

| What could they improve?        |  |  |
|---------------------------------|--|--|
| (Tick those you could focus on) |  |  |
|                                 |  |  |
|                                 |  |  |
|                                 |  |  |
|                                 |  |  |
|                                 |  |  |
|                                 |  |  |
|                                 |  |  |
|                                 |  |  |
|                                 |  |  |
|                                 |  |  |
|                                 |  |  |
|                                 |  |  |
|                                 |  |  |
|                                 |  |  |
|                                 |  |  |
|                                 |  |  |
|                                 |  |  |
|                                 |  |  |
|                                 |  |  |
|                                 |  |  |
|                                 |  |  |
|                                 |  |  |
|                                 |  |  |
|                                 |  |  |

How are they overall with this task?

| Competence / Capability: |  |  |
|--------------------------|--|--|
|                          |  |  |
|                          |  |  |
|                          |  |  |
| Confidence / Motivation: |  |  |
|                          |  |  |
|                          |  |  |
|                          |  |  |

What could be possible ways forward?

## **Dealing with Feedback**



How does this person respond to positive feedback?

What could you do to make the positive feedback more authentic?

How does this person respond to negative feedback?

What could you do to make the negative feedback more authentic?