

Job Coaching Readiness Self-Assessment

This form will help you determine your strengths and the things you can work on to improve your success as a coach. On the scales below, circle the number that reflects how difficult you think each task will be for you. **Circle 1 for "very challenging" and 6 for "very easy."**

	Challenging					Easy
Box 1						
Prepare for each job coaching session.	1	2	3	4	5	6
Teach tasks according to company standards.	1	2	3	4	5	6
Check for trainee understanding.	1	2	3	4	5	6

Box 2						
Answer many questions from a trainee.	1	2	3	4	5	6
Be interested in the success of a new trainee.	1	2	3	4	5	6
Ask the trainee questions to direct the learning process.	1	2	3	4	5	6

Box 3						
Show a trainee what I like about the job.	1	2	3	4	5	6
Be excited about coaching.	1	2	3	4	5	6
Avoid making negative comments.	1	2	3	4	5	6

Box 4						
Laugh when training doesn't go according to plan.	1	2	3	4	5	6
Share stories about things I've learned the hard way.	1	2	3	4	5	6

Box 5						
Admit to a trainee when I don't know the answer.	1	2	3	4	5	6
Address a trainee's concerns about the job.	1	2	3	4	5	6

Box 6						
Adapt lessons to the abilities of a trainee.	1	2	3	4	5	6
Change job coaching sessions to meet new constraints.	1	2	3	4	5	6

Box 7:						
Listen to a trainee's opinions about doing a job.	1	2	3	4	5	6
Be open to negative comments.	1	2	3	4	5	6
Work with a trainee who is not like me.	1	2	3	4	5	6

Box 8:						
Participate in training to improve my coaching skills.	1	2	3	4	5	6
Use my supervisor's reviews to improve my job coaching skills.	1	2	3	4	5	6

