Coaching Practice Reflection Checklist

Phase 1: Developing a collaborative relationship

I understand my client's reason for seeking coaching　　　　**YES　　NO　　N/A**

• I understand what my client is seeking coaching for, why now, and why me
• I understand my client's history of help-seeking, what they have tried, what has/hasn't been successful in the past
• I understand how my client feels about their ability to achieve the changes they are seeking

I have made our respective roles clear　　　　**YES　　NO　　N/A**

• I understand my client's expectations for the outcome of our work
• I understand what my client expects they will be doing and what I will be doing
• I have actively engaged my client in our work together
• My client does most of the talking in our sessions

I have identified all the concerns my client is willing to share　　　　**YES　　NO　　N/A**

• I have refined these concerns into observable behaviors, events, or situations
• I have assisted my client in prioritizing their goals and identifying which issues they want to work on first

Phase 2: Developing a commitment to change
I have identified my client's goals　　　　**YES　　NO　　N/A**

• I have partnered with my client to clarify their core values
• I have partnered with my client to explore any gap between what they value and where they are now
• I have partnered with my client to identify a small number of concrete and realistic goals around their core values
• I have partnered with my client to imagine a future in which they have made progress toward their goals
• I have partnered with my client to explore what might happen if they did not achieve their goals
• I have partnered with my client to think about the pros and cons of any changes they might make
• I have partnered with my client to identify, analyze and resolve any conflicts between their various goals

Phase 3: Exploring the context
I have identified the context for my client's concerns　　　　**YES　　NO　　N/A**

• I have identified behaviors, situations, feelings, or responses that are causing my client concern and getting in the way of living in a way that is consistent with their values
• I understand the relationship between the behavior, setting events, triggers, and short and long-term consequences
• I have identified conditions under which behavior is strongest or weakest
• I have explored the client's unique learning history and context

I have partnered with my client to identify small actions　　　　**YES　　NO　　N/A**

• I have checked whether my client has the necessary skills for change currently in their repertoire.
• If they have, I have explored what is stopping them from using it. (Resources or opportunity)
• I have checked whether my client thinks such a skill is likely helpful. (Expectancies)
• I have checked whether my client believes they could do this (self-efficacy)
• I have checked whether my client would do this (consistency with beliefs and values)
• I have asked what would be needed before my client could do this. (Level of training)
• I have asked my client to identify what would get in the way of doing this and how those problems could be avoided. (Obstacles)

I have partnered with my client to identify the strengths and resources they could use to handle dilemmas confidently   **YES   NO   N/A**

• I have partnered with my client to identify their current knowledge, wisdom, and experience in solving other similar problems and identify family and community supports that they already have
• I have partnered with my client to consider what issues or concerns must be overcome to make the necessary changes.

Phase 4: Negotiating a coaching plan
I have completed an assessment and feedback with my client   **YES   NO   N/A**

• I have offered any relevant coaching tests or assessments that can support my client's awareness and development and asked what my client has learned about themselves from these assessments and how they want to utilize this information in their goal-setting process
• I have partnered with my client and have a mutual understanding of their goals for change
• We are clear about the tasks we will work on together
• I have checked with my client to see if the assessment outcomes and coaching plan match the client's goals and values

I have empowered my client to deal with any barriers to change   **YES   NO   N/A**

• I have partnered with my client to identify and troubleshoot potential obstacles to change
• I have identified and partnered with my client to brainstorm other needed support systems and empowered them to access them if applicable

Phase 5: Implementing Action
I have monitored and supported my client's motivation for change   **YES   NO   N/A**

• I have maintained a focus on reaching positive life goals (rather than a problem focus)
• I have prepared my client for experiencing setbacks and disappointments by brainstorming potential obstacles and solutions, both internal and external
• I have routinely checked the importance of any one client goal and partnered with the client check for any needed reprioritization

I have continually tried to enhance my client's confidence   **YES   NO   N/A**

• I have empowered my client to focus on small steps
• I have supported my client in building strategies that will lead to early success
• I have highlighted and reinforced any actual changes my client has made, even if only small and used them as a way to reflect on what they are learning and developing and how else they might apply these in other areas of their life
• I have consistently conveyed a sense of optimism in my client's ability to be ultimately successful
• I have empowered my client to build a sense of personal effectiveness in bringing about changes in their life

I have enhanced my client's ability to solve problems for themselves   **YES   NO   N/A**

• I have partnered with my client to identify and analyze problems
• I have always begun by asking my client to identify strategies they may have used to solve similar problems before
• I have explored with my client how existing strengths, competencies, and strategies could be used in this situation
• I have offered a problem-solving framework and coached my client to use the framework in solving dilemmas

• I have supported and encouraged my clients to seek ideas and support from others with the needed expertise in the area of their dilemma
• I have consistently reinforced the use of existing problem-solving ability and any use of problem-solving strategies

I have empowered my client to notice how their environment supports their goals
YES   NO   N/A

• I have partnered with my client to identify aspects of their environment that trigger self-defeating behavior patterns or problem situations
• I have empowered my client to develop strategies to eliminate or modify environmental triggers

I have empowered my client to develop new skills   YES   NO   N/A

• I have partnered with my client to determine what skills, if any, they could develop to support their success
• I have partnered with my client to determine what they want to practice/learn and how to implement the practice until they experience some success in a range of situations (low to high difficulty)
• I have supported my client to practice in real-life situations in which the behavior needs to occur
• I have provided ongoing reinforcement for the use of skills and supports
• I have identified and reinforced any new positive behaviors and approaches demonstrated by my client
• I have helped my client to develop backup plans (when the strategy does not work)

I have empowered my client to become independent (self-regulate) and interdependent
YES   NO   N/A

• I have supported my client to monitor their actions and the results of their action (self-monitoring)
• I have empowered my client to be realistic about what they can achieve and to engage in constructive self-evaluation
• I have constantly prompted my client to move away from black-and-white self-evaluation (good/bad; success/failure) to a multi-dimensional approach (based on the idea that change is gradual and takes effort)
• When necessary, I have empowered my client to develop self-management skills (decision-making, problem-solving, time management, organizational skills, frustration tolerance, and delaying immediate gratification)

I have partnered with my client to obtain effective social support   YES   NO   N/A

• I have helped my client identify sources of support that might be found in their social system
• I have empowered my client to obtain the kind of support they need from their social networks (e.g., learning how to ask for help)

Phase 6: Monitoring and evaluating progress

I have routinely checked that the focus of our work fits with my client's goals YES NO N/A

• I have supported my client in identifying and keeping track of indicators of success
• From time to time, I have checked to see whether the skills, resources, and supports introduced have been maintained

I have supported my client in monitoring, reviewing, and evaluating their progress regularly
YES   NO   N/A

• When monitoring has indicated problems or lack of progress, I have helped my client adjust strategies/supports
• I have partnered with my client to identify new goals and begin working toward them

Phase 7: Maintenance and generalization

I have encouraged my client to generalize our work to other situations   YES   NO   N/A

• I have prompted my client to consider how new skills they have learned might be used in other areas of life
• I have encouraged positive self-reinforcement
• I have engaged my client in problem-solving around 'future problems
• I have encouraged my client to think about and set longer-term goals

I have partnered with my client to recognize, anticipate and avoid early signals and triggers for the recurrence of problems   YES   NO   N/A

• I have supported my client in identifying indicators that problem-solving and new action are required
• I have supported my client to develop a plan for seeking support if/and when required
• I have developed my client's understanding of risk and cost/benefit analysis.