

Using Coach-Like Behaviors in Work Conversations Self-Assessment

Use this tool to support your self-reflection and growth in using coach-like behaviors in the conversations you hold.

1. I establish an agreed-on time for the conversation.

Always	Generally	Seldom	Never
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2. I identify and confirm the purpose of the conversation.

Always	Generally	Seldom	Never
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3. I stay present in the conversation.

Always	Generally	Seldom	Never
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4. I promote a sense of trust and safety throughout the conversation.

Always	Generally	Seldom	Never
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5. I listen with a commitment to understand.

Always	Generally	Seldom	Never
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6. I offer an empathetic paraphrase (especially when emotions are strong).

Always	Generally	Seldom	Never
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7. I demonstrate a mindset of presuming positive intent.

Always	Generally	Seldom	Never
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8. I use intentional language when speaking.

Always	Generally	Seldom	Never
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9. I check in on how the conversation is supporting the agreed-on outcome.

Always	Generally	Seldom	Never
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10. I end the meeting with clarity on insights, growth, and follow-up steps.

Always	Generally	Seldom	Never
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