

## TIP SHEET: Are You a Natural Coach?

From ***Coaching, Mentoring and Succession Planning*** by **Clark Reed / Netgain Partners Inc.**  
(Cultural Careers Council Ontario and Cultural Human Resources Council, 2003).

- I listen to the whole issue before commenting.
- I always find time to help.
- I always question thoroughly to find the real issues.
- I always give honest opinions.
- I have a good range of networks and contacts that can be utilized appropriately.
- I am not intimidating – I'm easy to approach at any time.
- I know what I'm talking about – I'm good at my own job.
- I look for the reality within which my employee works.
- I always focus on my employee's needs during a coaching session.
- I don't get irritated by an employee who doesn't get the point quickly.
- I'm a positive role model in terms of my own achievements.
- I can help an employee believe in their potential.
- I'm open to new ideas.
- I know when to introduce options which may not have been considered.
- I can challenge assumptions skillfully.
- I'm a positive person.
- I'm an active listener.
- I'm non-judgmental.
- I feel comfortable about having my views challenged.
- I'm enthusiastic about coaching.
- I'm very knowledgeable about developmental issues.
- I don't expect an employee to be like me.
- I'm prepared to learn along with my employee.
- I can give feedback skillfully.
- I can allow an employee the freedom and confidence to make mistakes.
- I have sound judgment.
- I am able to distance myself, and maintain objectivity.
- I am keen to allow employees to make their own decisions wherever possible.
- I take an interest in the individuals who report to me - I value their views and what they say.
- I can give the space for an employee to express their feelings in safety.
- I can draw out an employee's ideas and I'm willing to use them.

- I have a true passion for developing others, and really believe in the value of development.
- I can avoid the temptation to direct conversation back to myself and my issues and experiences.
- I can challenge constructively and directly to get to the heart of the matter.
- I don't talk about my own achievements too much.
- I have a genuine desire to empower.