



**JANET B. MATTS, LLC**  
...enhancing what matters to you

## **Are You The Right Coach?**

### **Questions to Ask Yourself Before You Begin a Coaching Assignment**

1. Does the person want to be coached by you? If not, what will you do?
2. Do you respect and trust the person? Do they feel the same about you? How can you tell?
3. Are you prepared to truly listen, to give honest, direct and helpful feedback and to challenge when appropriate?
4. Do you have business/cultural understanding and expertise in the areas to be addressed? Where do you need support? How will you get it?
5. Will you be able to ask the right questions, expand options, offer fresh perspectives, extract out themes, and provide value-added insights to allow the person to come to his/her own conclusions?
6. Can you invest the time it will take to coach regularly over an extended period, including preparation, ongoing learning, and follow up? Are you available when needed? Can you be flexible to meet the client needs?
7. Will you be able to maintain confidentiality, objectivity and reporting boundaries in the coaching relationship, i.e., direct reporting relationships?
8. Do you understand the demands of the person's job and what contributes to success and failure in the role? What do you need to do to put yourself in the person's shoes?
9. Do you have a defined coaching process, including access to tools and resources, for planning and implementing behavior change? Where might you need support? Where will you go to get it?
10. Do you have the presence and credibility to engage the person, leading from behind through influence, persuasion, needed feedback, or encouragement?
11. How will you transfer your skills to your client? How will you measure that transfer?
12. How do you get support in your coaching from your own coach?