

PRE-PROGRAM QUESTIONNAIRE – ORGANIZATION READINESS

As Key Client Contact (KCC), you are asked to complete the following questionnaire before nominating your Employee for Coach Giving Leadership Coaching. Please answer questions 1-5 to assess your organization’s readiness for coaching at this time.

1. Check each statement which is 100% true for you. If it is not, leave it unchecked.
2. Once completed, review SCORING KEY to determine if coaching is right for your organization at this time.
3. Do **not** return this Pre-Program Questionnaire to the Coach Giving Team.

| True | |
|--------------------------|---|
| <input type="checkbox"/> | 1. The organization’s Senior Leadership supports coaching for the Employee. |
| <input type="checkbox"/> | 2. The organization is seeking opportunities for Employees and key staff members to think about and plan how to put new learning into practice within the organization. |
| <input type="checkbox"/> | 3. Others in the organization understand the reasons for and goals of coaching. |
| <input type="checkbox"/> | 4. The organization is experiencing a change in strategy, leadership or external conditions that can become a focal point for coaching |
| <input type="checkbox"/> | 5. The organization is suffering because of interpersonal conflicts or other problems that might hinder the effects of coaching |
| <input type="checkbox"/> | TOTAL SCORE One point for each True answer above. |

SCORING KEY

- 1-2 Not ready for coaching right now.**
- 3-4 Ready for coaching.**
- 5 If you checked True to #5, your organization is not ready for coaching at this time.**

PRE-PROGRAM QUESTIONNAIRE – EMPLOYEE READINESS

1. Check each statement which is 100% true for you. If it is not, leave it unchecked.
2. Once completed, review the SCORING KEY to determine if coaching is right for you at this time.

| True | |
|--------------------------|---|
| <input type="checkbox"/> | 1. I'm at a point in my life where I'm ready to work on personal or leadership issues as they relate to my work. |
| <input type="checkbox"/> | 2. I'm prepared to tackle the tough issues to close the gap between where I am now and where I want to be. |
| <input type="checkbox"/> | 3. I'm open to new ideas and new ways of doing things to facilitate positive change and growth. |
| <input type="checkbox"/> | 4. I can commit to keeping my regularly scheduled appointment with my Coach, even if it means having to reschedule an appointment. |
| <input type="checkbox"/> | 5. My Coach can count on me to always tell the truth, even when it's difficult for the Coach or me. |
| <input type="checkbox"/> | 6. I understand that in coaching, the "client does the work," not the coach. |
| <input type="checkbox"/> | 7. If I feel there is a matter that needs to be discussed with my Coach concerning the Coach-Client relationship, I will do so immediately. |
| <input type="checkbox"/> | 8. I am in need of additional tools, resources or concrete approaches to a variety of leadership and organizational challenges. |
| <input type="checkbox"/> | 9. I am prepared to devote the time needed to make coaching work, including time for meetings and homework in between. |
| <input type="checkbox"/> | 10. I see coaching as an investment in my leadership and personal growth vs. as a punitive measure or a "mandate" from others in my organization or from my Board. |
| <input type="checkbox"/> | 11. I'm looking forward to trying new things my Coach may suggest - even though at first, I may be uncomfortable. I realize this is how I will make changes and continue to grow with the full support of my Coach. |
| <input type="checkbox"/> | 12. There is something out of the ordinary going on in my personal life that might negatively affect my ability to work with a Coach. |
| <input type="checkbox"/> | TOTAL SCORE One point for each True answer above. |

SCORING KEY

- 1-5 Not ready to be coached right now.**
6-8 Almost ready, but need to discuss areas not checked above with supervisor.
9-11 Ready for coaching.12 If you checked True to #12, you are not ready for coaching .