

**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"/>	<b>TOTAL SCORE</b> 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"/>	<b>TOTAL SCORE</b> 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 at**

**this**

**time**