



Self-Reflection Exercises

Personal Qualities of an Effective Coach

Not everyone can coach. To coach one must have certain qualities and traits which are essential for one to be effective at coaching. Coaching is not only what we *do*, it's also about who we *are* and who we are becoming. The first ten are Zeus and Skiffington's (2000) list which focus on coaching capacities. This list identifies some of the key personality qualities that enable a person to effectively coaching and to build a successful coaching business.

	Gauge from 1 – 10, where are you now?
1) Self-awareness	
2) Inspire others	
3) Build relationships	
4) Flexibility in adjusting to the client	
5) Communicate clearly and forthrightly	
6) Forward-look, future oriented	
7) Disciplined in carrying through	
8) Manage professional boundaries	
9) Diagnose issues and find solutions	
10) Business sense for selling and marketing	
11) Resilient: able to bounce back.	
12) Exploring with questions and open dialogue	
13) Belief that people have resources and answers	
14) Detecting patterns	
15) Alignment: personal congruence, life balance	
16) Self-Motivation: intentional vision	
17) Empowerment: feeling at cause and proactive	
18) Leadership skills and qualities	
19) Entrepreneurial in spirit and attitude	
20) Willing to challenge people to be their best	



What undermines your development as a coach?

Are there any sabotages in your life, in your way of moving through the world, habits, mind- body-emotion states, beliefs, etc. that you need to deal with? Check the following that you may want to address during the Meta-Coach Training and make part of the coaching sessions you'll get to experience.

Checklist:

- ☐ Feeling worn-out, fatigue
- ☐ The lack of vitality, energy
- ☐ Impatient, pressured, in a rush
- ☐ Rigid, inflexible
- ☐ Over-responsible, need to fix others
- ☐ Talking too much, gift of gab, don't know when or how to hold the silence
- ☐ Telling, teaching, training too much
- ☐ Advice giving, consulting
- ☐ The need to be in control, be in charge, do it my way.
- ☐ Confuse coaching with teaching, training, consulting
- ☐ The ego in the way: too much self-awareness
- ☐ Need to be right, to know-it-all
- ☐ Trying to look good to self and others; too much image-management
- ☐ Fear of conflict, confrontation, directness
- ☐ Fear of asking questions
- ☐ Fear of asking probing, challenging questions
- ☐ Readiness to judge, give one's own evaluations
- ☐ Incongruent, not walking your talk
- ☐ Overly shy, timid
- ☐ Operate from scarcity more than abundance
- ☐ Prejudices against some people
- ☐ Lack of uptime, too much in downtime, lost in your own thoughts
- ☐ Insecurity in self and skills
- ☐ Inability or unwillingness to hold a client accountable
- ☐ Inability or unwillingness to task
- ☐ Self-questioning and doubting
- ☐ Difficulty in being a good team player with others, collaborating skill
- ☐ Overly competitive
- ☐ Conscious and/or fearful of making mistakes
- ☐ Worried about not understanding everything
- ☐ Unable to care about and extend oneself for another person
- ☐ Unable to be completely present in the here-and-now
- ☐ Easily stressed, frustrated, or angered



Are you coachable?

A coach has to be coachable! A coach has to be able to receive and experience the transformative power of coaching to know how it feels from the inside in order to facilitate it. *Coach-ability* has to do with the ability to receive coaching and to use coaching for discovery, awareness, change, and improvement. Later in your business plan, you will want to use this checklist for *coach-ability* to profile potential clients. After all, if a person is not coachable, this prevents that person from being ready for coaching. Instead, the person may need training, consulting, or therapy to prepare him or herself for coaching..

Coachable Factors:

	Yes/No	To what degree?
<i>Openness:</i> Am I open to change, learning, and personal development? Am I open to examining my beliefs, understandings, decisions?		
<i>Feedback openness:</i> Am I open for receiving feedback without taking it personal or getting defensive.		
<i>Ego-Strength:</i> Do I have sufficient ego-strength for facing reality as it is? Do I have the ego-strength to face the challenges in <i>Coaching Mastery</i> ?		
<i>Committed to growth:</i> Am I committed and invested in my own development? Am I willing to be challenged?		
<i>Relationship readiness:</i> Am I ready and able to enter into a coaching relationship? Am I willing to relate in an open and vulnerable way during this week?		
<i>Vulnerable:</i> Am I ready and able to disclose myself and be vulnerable to another? Am I able to talk about my needs and weaknesses?		



<i>A Change Embracer:</i> Am I passionate about making a change or transformation?		
<i>Dreams and Goals:</i> Do I have goals, hopes, and dreams for myself and my career? Do I have a dream that I want to work on during the sessions this week?		