

# Coaching & Feedback for Excellence

NAME: \_\_\_\_\_

Begin Time \_\_\_\_\_ End Time \_\_\_\_\_ Date: \_\_\_\_\_

	Freq.	Comments
<b>Clarifying</b>		
Asking questions		
Explaining why / giving examples		
Establishing purpose		
Confirming commitment		
Agreeing structure/process		
Indicating transition		
Making procedural suggestion		
Checking understanding		
Summarizing		
Encouraging participation		
<b>Listening and Responding</b>		
Recognizing		
Revealing		
Disagreeing & handling objections		
<b>Exploring</b>		
Inviting proposals		
Presenting proposals		
Developing proposals		
<b>Actioning</b>		
Evaluating options		
Agreeing action		

