



COACHING FOCUS QUESTIONNAIRE

This questionnaire will help you if you are thinking of employing the services of a professional coach or want to know how to get the best out of a coaching relationship. It will help you focus on the areas that are most important to you and also provide very useful information to a potential coach. The questionnaire can be equally applied to your professional or personal situation.

The questions that follow are designed to help you to focus on your strengths, highlight your development needs and help your coach to understand how they can best help you to achieve your goals. Some of the questions may not be applicable to your coaching needs or current situation. If so, please leave them blank.

Please answer the questions as fully as possible. Your response will be held in the strictest confidence.

In completing and returning this questionnaire, there is of course no obligation to proceed or enter into any form of contract. Please tick the box at the end of the questionnaire if you would like a follow up phone call or email from GNA.

Returning the Questionnaire

Please return questionnaires that have been completed manually to the GNA address below. Those completed electronically can be returned via email to:

graham@gnaltld.com

Name	
Address	
Daytime Telephone Number	
Mobile Telephone Number	
Email Address	
Age (optional)	
Name of Company/Organisation	
What is your job role?	

This questionnaire comprises four sections:

- (A) Professional Goals
- (B) Managerial Goals
- (C) Personal Goals
- (D) Your Preferred Learning Style

Please complete the sections A, B or C that are most relevant to your coaching requirement(s). It would be helpful for all respondents to complete section D.

(A) Professional Goals:

1. What are your key drivers at work?

2. What would you like to achieve in your professional life over the next 3 - 12 months?

3. Write down some short-term goals that would help you get there.

4. What are your longer-term career aspirations (1 - 3 years)?

5. Of the goals listed in (3), select the one that would have the biggest impact on your ability to be effective in your current role.

6. Have you a clear idea of the goal(s) that you would like to achieve with the help of your coach? (If so, please elaborate)

7. Do you have a clear timescale in which you want to achieve these goals? If so, what is it?

8. Do you have a mentor (internal or external) who can support you in your development?

(B) Your Managerial Goals:

1. Briefly describe your job role.

2. How many direct reports do you have?

3. Describe (if applicable) your relationship with your team.

4. What are the key developmental issues for you team?

5. What do you see as your strengths as a manager?

6. What skills would you like to develop to improve your performance as a manager?

7. Briefly describe (if applicable) your relationship with your line manager and/or peers.

8. How significant are these relationships in helping you to achieve your goals?

(C) Your Personal Goals

1. What would you like to achieve in your personal life over the next 3 – 12 months? (Consider relationships with family and friends, financial security, material wealth, personal development, fulfilment etc.)

2. What are your long-term aspirations? (1 – 3 years)

3. List your three greatest personal attributes.

4. List three attributes that you value most in other people.

5. List three personal weaknesses that might reduce your effectiveness in any future project.

6. What are your three greatest achievements in life?

7. What are your three biggest regrets?

8. On a scale of 1 – 10 (ten being as good as it gets) grade how happy you are with:

a) Your professional life?	
b) Your personal life?	
c) The balance between the two?	

(D) Your Preferred Learning Style:

1. What is your preferred learning style?

2. Have you participated in any development programmes (personal or professional), during the past two years? If so, please list (e.g. Management Development Programmes, Team Leadership Training etc.)

3. During this time have you completed any profiling questionnaires? (e.g. Myers Briggs, Belbin, Firo-B, 360 Degree Feedback etc.) Please list which ones and any results if known.

4. What coaching/teaching styles have you experienced in the past that have de-motivated you?

5. If you were selecting a coach to work with, do you have any strong views on the characteristics/qualities of the individual that you would be looking for? Is there something that they must have?

6. Is there any additional information that the coach should know to help him/her understand your current situation and future aspirations?

Please tick this box if you would like a follow up phone call

If you prefer follow up by email, tick this box



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