



COACHING NEEDS ASSESSMENT SAMPLE

WHO IS THIS PROCESS FOR?

- Designed for Coaches who want valuable, high quality feedback that leads to significant self-discovery and growth for their clients

WHY “OUTSOURCE” YOUR ASSESSMENTS?

- The Needs Assessment phase of any coaching process is generally the most time intensive
 - ▶ Better leverage your time for further business development activities while your assessments are being completed
 - ▶ Don't outsource the entire assessment! You should contact several key assessors such as;
 - those that can bring you more work (i.e., Board members),
 - the Client's Supervisor, and
 - HR support people
 - ▶ You benefit from a professional process that reflects positively on your practice while effectively managing your coaching time.
 - ▶ This process has been used successfully in a variety of industries including, High-Tech, Manufacturing, Service, Not-for-Profit, Medical and Educational.

WHAT WILL YOU RECEIVE FROM CHERRY AND ASSOCIATES?

1. Feedback Notes for each individual evaluator
2. Customized Feedback Summary Report for Client
3. Customized Development Plan for Client

HOW WILL THE PROCESS BE CONDUCTED?

- The assessment will be conducted in close collaboration with you (i.e., customized questionnaire, periodic status updates, etc.)
- The assessment will be customized to meet specific needs (i.e., questions can be changed, added or deleted, the process can be applied to small and large group team development initiatives)
- Customized, electronic tools are available to assist in notifying and collecting necessary contact information from evaluators
- Cherry and Associates will not contact your client. All materials will be given to you for review, evaluation and submission to the client
- All evaluators will be contacted for confidential 20-30 minute phone interviews
- Completed materials will be delivered electronically to you for maximum flexibility and customization