

PERSONAL DEVELOPMENT PROFILE

Date_____

My name _____ Subject's name_____

		me	other
Coaching	Have I taken opportunities to coach others? Was my coaching effective – did I check the skills or understanding passed by myself to other(s)?	<input type="checkbox"/>	<input type="checkbox"/>
	1 TO 5 O" O Was my coaching effective - did I check the skills		
Communication	Was I clear in communication? Did I know what I wanted to say. Did I prevaricate, was I over reverential or polite? Did I confuse the message? Did the respondent display that (s)he had understood.	<input type="checkbox"/>	<input type="checkbox"/>
Delegating	How effective was I in delegating tasks or responsibilities? Did the other person know what was required? Did I check their performance and give further advice/praise as appropriate?	<input type="checkbox"/>	<input type="checkbox"/>
Leadership	Did I engage a leadership role. How did I win consent? On what basis did I make my leadership claim? Did my leadership add value to the group?	<input type="checkbox"/>	<input type="checkbox"/>
Learning	What were the important lessons I can draw from today's activities? How will I stabilise that learning and translate it into my future performance?	<input type="checkbox"/>	<input type="checkbox"/>
Listening	How focused are my listening skills? Did I concentrate on what others were saying? Was I trying to compete for group/individual attention? Could I repeat the meaning of what others were saying?"	<input type="checkbox"/>	<input type="checkbox"/>
Motivating	Have I had to motivate other(s) today to perform some task they would otherwise have been unwilling to undertake or undertake at a lower level of competence? Was I fair in my motivation or did I resort to manipulation?	<input type="checkbox"/>	<input type="checkbox"/>
Rewarding	Have I effectively rewarded either verbally or in any other way those who have performed well? Was the reward clearly understood and its purpose recognised?	<input type="checkbox"/>	<input type="checkbox"/>
Supporting	Have I effectively supported those who have worked for me or with me or those to whom I am accountable? Have I supported the aims of my organisation/team and sought to promote them without undermining the position of my colleagues?	<input type="checkbox"/>	<input type="checkbox"/>
Reflecting	Do I reflect before I act or speak? Do I reflect on what I have learned and summarize the key issues and points of the day?	<input type="checkbox"/>	<input type="checkbox"/>

Additional comments