

Coaching Checklist

Prior to giving feedback:

1. I listened to the entire tape.  
 Yes  No
2. I have filled out all applicable sections on the feedback form.  
 Yes  No
3. I have included positive feedback for the officer on the form.  
 Yes  No
4. I have included specific suggestions/recommendations on how the officer can improve on the form.  
 Yes  No

During feedback:

1. I asked the officer several open ended questions.  
 Yes  No
2. I asked permission to give feedback.  
 Yes  No
3. I applied the sandwich approach (strengths/areas for improvement/strengths) when giving feedback.  
 Yes  No
4. I was able to answer all of the officer's questions during feedback.  
 Yes  No  
If no, what question(s) were you not able to answer?  

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After feedback:

1. What do you think went well during the feedback?

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2. What could you have done better during the feedback?

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Coach

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Date