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Coaching Competencies Self-Assessment Tool

At EduEra, we know that the best coaches are committed to both their own growth and the growth of others. This self-assessment tool invites you to **take a deep dive into your development as a coach** by exploring the core competencies defined by the International Coaching Federation (ICF). These competencies, recognized worldwide as the gold standard in professional coaching, outline what it means to be a skilled, ethical, and client-centered coach. By guiding you through these standards, EduEra aims to help you build a solid foundation, strengthen your practice, and step confidently into the coaching role.

Self-assessment is an essential part of the learning journey here at EduEra. We believe that reflecting on your strengths and identifying areas for growth is critical in providing impactful coaching that truly serves clients. This tool encourages you to do just that, giving you a structured way to measure where you are now and to envision where you'd like to be.

Take your time, answer each question honestly, and use this assessment to set goals for your development. **We're here to support your growth**, knowing that your efforts will enrich the broader EduEra community and the future clients you'll inspire.

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Welcome to a key step in your coaching journey!

ICF Core Competencies

ICF Core Competencies

A. Foundation

1. Demonstrates Ethical Practice

DEFINITION: Understands and consistently applies coaching ethics and standards of coaching.

2. Embodies a Coaching Mindset

DEFINITION: Develops and maintains a mindset that is open, curious, flexible and client-centered.

B. Co-Creating the Relationship

3. Establishes and Maintains Agreements

DEFINITION: Partners with the client and relevant stakeholders to create clear agreements about the coaching relationship, process, plans and goals. Establishes agreements for the overall coaching engagement as well as those for each coaching session.

4. Cultivates Trust and Safety

DEFINITION: Partners with the client to create a safe, supportive environment that allows the client to share freely. Maintains a relationship of mutual respect and trust.

5. Maintains Presence

DEFINITION: Is fully conscious and present with the client, employing a style that is open, flexible, grounded and confident.

C. Communicating Effectively

6. Listens Actively

DEFINITION: Focuses on what the client is and is not saying to fully understand what is being communicated in the context of the client systems and to support client self-expression.

7. Evokes Awareness

DEFINITION: Facilitates client insight and learning by using tools and techniques such as powerful questioning, silence, metaphor or analogy.

D. Cultivating Learning and Growth

8. Facilitates Client Growth

DEFINITION: Partners with the client to transform learning and insight into action. Promotes client autonomy in the coaching process.



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Section A: Foundation

1. Demonstrates Ethical Practice

Reflection Questions:

- a. How consistently do I apply the ICF code of ethics in my coaching practice?
- b. Can I identify potential ethical dilemmas in coaching sessions, and do I feel equipped to handle them?
- c. How do I ensure that my personal beliefs and values do not interfere with my client's process?
- d. Do I actively stay informed about ethical standards and updates in the coaching profession?
- e. How transparent am I about my boundaries, fees, and confidentiality with clients?



Self-Assessment Rating (1-5):

- 1 - I am still learning about coaching ethics and applying them consistently.
- 2 - I am aware of ethical practices but am still developing my application of them.
- 3 - I often apply coaching ethics but may need reminders or guidance in complex cases.
- 4 - I understand and generally apply ethical practices with confidence.
- 5 - I consistently and confidently apply ethical standards in all coaching interactions.

Take a moment to elaborate on your rating by reflecting on specific experiences, personal insights, and areas where you see potential for growth in your coaching journey:

Section A: Foundation

2. Embodies a Coaching Mindset

Reflection Questions:

- a. How well do I maintain curiosity and flexibility when clients share unexpected or challenging issues?
- b. What strategies do I use to ensure my mindset remains client-centered rather than solution-focused?
- c. In what ways do I reflect on my own thoughts, emotions, and biases to stay grounded in a coaching mindset?
- d. How open am I to learning and adapting based on my clients' feedback or needs?
- e. Do I regularly engage in self-care and personal development to maintain a healthy, open mindset?

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Self-Assessment Rating (1-5):

- 1 - I am working to develop a coaching mindset.
- 2 - I demonstrate openness but may need help staying flexible in challenging moments.
- 3 - I often maintain a client-centered mindset but sometimes struggle with personal biases.
- 4 - I maintain an open and adaptable mindset in most coaching sessions.
- 5 - I consistently embody an open, flexible, and client-centered coaching mindset.

Take a moment to elaborate on your rating by reflecting on specific experiences, personal insights, and areas where you see potential for growth in your coaching journey.

Section B: Co-Creating the Relationship

3. Establishes and Maintains Agreements

Reflection Questions:

- a. How clearly and effectively do I communicate the structure, process, and boundaries of the coaching relationship with clients?
- b. Do I invite clients to co-create session goals, and how flexible am I in adjusting these as the coaching relationship evolves?
- c. Am I confident in establishing both initial agreements for the coaching engagement and specific agreements for each session?
- d. How often do I revisit agreements to ensure alignment with clients' evolving needs and goals?
- e. Do I ensure that clients and stakeholders have a clear understanding of the coaching objectives and process?



Self-Assessment Rating (1-5):

- 1 - I am still learning to create clear agreements with clients.
- 2 - I can create agreements but may struggle with clarity or consistency.
- 3 - I often establish clear agreements but need improvement in maintaining or adapting them.
- 4 - I confidently establish and maintain agreements that guide the coaching process.
- 5 - I skillfully establish, maintain, and adapt agreements with clients, creating a clear and effective coaching structure.

Take a moment to elaborate on your rating by reflecting on specific experiences, personal insights, and areas where you see potential for growth in your coaching journey:

Section B: Co-Creating the Relationship

4. Cultivates Trust and Safety

Reflection Questions:

- a. How do I demonstrate respect for my clients' perspectives, creating an atmosphere where they feel safe and valued?
- b. What steps do I take to create a non-judgmental environment where clients feel comfortable sharing openly?
- c. How intentional am I about recognizing and respecting clients' boundaries, and how do I respond to their feedback?
- d. Do I foster a space where clients feel their ideas and emotions are welcome and valued?
- e. How consistently do I check in to ensure clients feel comfortable and safe in our sessions?

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Self-Assessment Rating (1-5):

- 1 - I am working on building trust and safety with my clients.
- 2 - I occasionally create a safe space but may struggle with consistency.
- 3 - I often foster trust and safety but could improve in specific situations.
- 4 - I effectively create a safe and respectful environment for most clients.
- 5 - I consistently create a safe, supportive, and trusting environment, enabling open client expression.

Take a moment to elaborate on your rating by reflecting on specific experiences, personal insights, and areas where you see potential for growth in your coaching journey:

Section B: Co-Creating the Relationship

5. Maintains Presence

Reflection Questions:

- a. Am I fully present in each session, free from distractions, and focused on the client's needs and emotions?
- b. How adaptable am I when unexpected topics or strong emotions arise during coaching sessions?
- c. Do I regularly check in with myself to remain centered and grounded, particularly during challenging coaching moments?
- d. How comfortable am I with silence, allowing clients the space to reflect?
- e. Do I remain attuned to subtle cues from clients, such as body language and tone of voice?



Self-Assessment Rating (1-5):

- 1 - I am working on maintaining a focused presence in sessions.
- 2 - I am present but may struggle to stay focused in challenging or emotional moments.
- 3 - I am often present but can be more grounded and responsive.
- 4 - I maintain a focused and present mindset in most sessions.
- 5 - I am fully present, grounded, and adaptable to clients' needs and emotions throughout sessions.

Take a moment to elaborate on your rating by reflecting on specific experiences, personal insights, and areas where you see potential for growth in your coaching journey:

Section C: Communicating Effectively

6. Listens Actively

Reflection Questions:

- a. How often do I catch myself listening without judgment or interruption, allowing the client space to express fully?
- b. How skilled am I at detecting underlying emotions, beliefs, and values in my clients' words?
- c. Do I practice reflective listening by summarizing or rephrasing key points to confirm my understanding?
- d. How effectively do I listen for both verbal and non-verbal cues that provide insight into my clients' experiences?
- e. Do I focus on understanding the client's perspective rather than preparing my response?



Self-Assessment Rating (1-5):

- 1 - I am improving my active listening skills.
- 2 - I listen but may miss deeper insights or cues at times.
- 3 - I listen actively but can improve on focusing fully on the client's perspective.
- 4 - I listen deeply to both verbal and non-verbal cues from clients.
- 5 - I consistently listen deeply, fully understanding clients' communication and perspective.

Take a moment to elaborate on your rating by reflecting on specific experiences, personal insights, and areas where you see potential for growth in your coaching journey:

Section C: Communicating Effectively

7. Evokes Awareness

Reflection Questions:

- a. How confident am I in asking thought-provoking questions that deepen client insights and self-understanding?
- b. In what ways do I use silence, metaphors, or analogies to encourage clients to explore their thoughts and beliefs?
- c. How comfortable am I with giving clients time to process, even if it means embracing silence?
- d. Do I help clients uncover underlying beliefs or perspectives they may not have been aware of?
- e. How effectively do I facilitate shifts in clients' perspectives or mindsets?



Self-Assessment Rating (1-5):

- 1 - I am practicing techniques to evoke awareness.
- 2 - I occasionally evoke awareness but could be more effective.
- 3 - I often evoke awareness but could deepen clients' reflections.
- 4 - I effectively evoke awareness in most sessions, encouraging insight.
- 5 - My questions and techniques consistently lead clients to meaningful insights and reflections.

Take a moment to elaborate on your rating by reflecting on specific experiences, personal insights, and areas where you see potential for growth in your coaching journey:

Section D: Cultivating Learning and Growth

8. Facilitates Client Growth

Reflection Questions:

- a. How do I assist clients in identifying actionable steps and strategies to apply what they've learned in coaching?
- b. In what ways do I promote the client's sense of ownership and autonomy in the change process?
- c. How comfortable am I with balancing encouragement and challenge to support sustainable growth?
- d. Do I help clients stay accountable for the goals they set during our sessions?
- e. How often do I guide clients to reflect on and learn from their experiences and progress?



Self-Assessment Rating (1-5):

- 1 - I am building my skills in facilitating client growth.
- 2 - I encourage growth but may need guidance on effective strategies.
- 3 - I often support growth but can improve in helping clients reflect and take ownership.
- 4 - I effectively facilitate client growth and promote autonomy.
- 5 - I empower clients to take meaningful actions toward growth with confidence and autonomy.

Conclusion

Congratulations on completing the Coaching Competencies Self-Assessment!

Taking time to reflect on each competency is a valuable step toward deepening your awareness, honing your skills, and identifying areas for growth as a coach. This process isn't just about acknowledging where you are; it's about embracing where you can go. Use your insights from this assessment to set specific goals, seek further learning opportunities, and celebrate the strengths you already bring to your practice.

We're passionate about supporting your journey, and if you'd like to stay connected with us, follow EduEra on [Facebook](#), [Instagram](#), [LinkedIn](#), or visit our [website](#). Here, you'll find updates on our projects, resources, and new developments in the world of education, youth work, and personal growth.

Thank you for being part of this journey.