

# Listening Self-Assessment Checklist



## Listening Self-Assessment Checklist

### Instructions




Listen to a recording of your own coaching session and use this checklist to assess your listening skills.




For each statement, check the box that best describes your performance:




- ☒ Consistently Demonstrated
- ☐ Sometimes Demonstrated
- ☐ Needs Improvement

<b>1. Presence &amp; Focus</b>	Consistently Demonstrated <input checked="" type="checkbox"/>	Sometimes Demonstrated <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>
Are you fully engaged and present throughout the session?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there moments where you become distracted or prepare your response?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you interrupt or talk over the client?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you allow for silence and reflection, or rush to fill the space?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>




<b>2. Depth of Listening</b>	Consistently Demonstrated <input checked="" type="checkbox"/>	Sometimes Demonstrated <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>
Do you notice shifts in the client's tone, pace, or emotional energy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you capture underlying themes, patterns, or contradictions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you reflect deeper insights or stay on the surface?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you listening for what is not being said as well?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>3. Reflective &amp; Expansive Listening</b>	Consistently Demonstrated 	Sometimes Demonstrated 	Needs Improvement 
Are you simply repeating or expanding what the client says?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do your reflections deepen client's awareness and exploration?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do your reflections invite new perspectives?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you use language that fosters openness and curiosity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>4. Emotional &amp; Energetic Awareness</b>	Consistently Demonstrated 	Sometimes Demonstrated 	Needs Improvement 
Do you acknowledge and validate the client's emotions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you comfortable with strong emotions, or redirect/minimize them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you explore hesitation or resistance in the client?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you hold space without trying to "fix" the emotions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>5. Questioning &amp; Inquiry</b>	Consistently Demonstrated 	Sometimes Demonstrated 	Needs Improvement 
Do your questions build on what the client just shared?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are your questions open-ended and reflective?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you avoid unnecessary questions when a pause might be better?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Do your questions help the client uncover new insights?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<b>6. Trust &amp; Psychological Safety</b>	Consistently Demonstrated 	Sometimes Demonstrated 	Needs Improvement 
Does your tone and pacing help create a sense of calm and safety?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you remain non-judgmental throughout the session?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you letting the client set the pace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you demonstrate trust in the process and follow the client's lead?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Reflection Questions

- What strengths did I notice in my listening?

- What patterns or habits do I need to improve?

- What specific adjustments will I make in my next coaching session?

Final Thought:

***"The most powerful coaching happens not in what we say, but in how deeply we listen."***