

## TRANSFORMING ACADEMIC KNOWLEDGE TO DEVELOP ENTREPRENEURIAL UNIVERSITIES IN PAKISTAN (TAKE UP)

### ENTREPRENEURIAL COACHING – EVALUATION SHEET

Name(s) of coachee(s)

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Name of coach

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Name of observer

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Date

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#### Instruction:

As the observer of today's session, your task is to carefully listen to what is being said, observe the communication between the coach and the coachee(s), and take note of any verbal or non-verbal cues that may be significant. Your role is to be attentive, objective, and non-intrusive, and to provide constructive feedback based on your observations after the session. To ensure that both the observer and the coach can equally benefit from today's coaching session, we kindly request that you complete the following three tasks after the session.

#### 1. Task 1: Constructive feedback

Your first task is to document everything that catches your attention during the coaching session. Your notes will be used later to provide constructive feedback to the coach. Once the coaching session is complete, review the reminder (page 2) on how to give constructive feedback before communicating your notes to the coach.

#### 2. Task 2: Checklist

To refresh your memory about the coaching session you observed, please refer to the checklist provided on pages 7-8. Use this checklist to assess the coaching session and indicate with checkmarks whether certain aspects were good (green), slightly capable of improvement (yellow), or highly capable of improvement (red). This exercise will help you to summarize and to reflect on your observations and to identify areas that may require further attention or improvement.

#### 3. Task 3: Benefits for my own coaching skills

After completing the checklist and reflecting on the coaching session you observed, consider what you learned from the experience that can help you improve your own coaching skills. Identify three specific aspects that you will pay close attention to during your next coaching session based on what you observed. These aspects should be related to communication, coaching techniques, or other relevant areas that you think could benefit from improvement. Write down your three aspects and keep them in mind as you prepare for your next coaching session. Remember that ongoing self-reflection and improvement are key components of effective coaching.

## 1. Task: Constructive feedback

### Reminder – How to communicate constructive feedback and critique

Feedback is a crucial aspect of communication that can greatly impact an individual's ability to achieve their goals. Furthermore, providing constructive feedback is essential for ensuring that coaches are continually improving their performance and that coaching sessions maintain a high level of quality. When given in a constructive manner, feedback can provide valuable insights and perspectives that a person may not have been aware of, leading to improved self-reflection and the ability to make changes that lead to goal attainment. However, giving and receiving feedback can be challenging and many people have had negative experiences with it. To ensure that feedback is received positively, it is important to follow certain principles, especially when providing negative feedback or criticism. Additionally, it can be helpful to include emotional reactions, but they should be communicated in a way that is beneficial to the person receiving the feedback. In general, remember to be specific and objective in your observations, and focus on behavior and actions rather than personal traits.

#### The most important principles to always keep in mind when giving feedback:

1. **Description:** When giving feedback, it is important to keep the description of the situation neutral and use specific, concrete terms to describe the behavior being addressed.
2. **Consequences:** It is also important to mention the consequences of this behavior in relation to the goal, whether they are positive or negative.
3. **Emotions:** Emotions should also be shared, but it is important to communicate from one's own perspective and use the "me-frame" (e.g. "I felt angry" or "I felt sad") to express the emotional or relational impact of the behavior.
4. **Comparison with the view of the counterpart:** Finally, it is important to seek the other person's perspective and understand their point of view to avoid misunderstandings.

**1. Task: Constructive feedback**

<p><b>General observations</b></p>	
<p><b>Structural aspects</b></p>	



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<b>Substantive aspects</b>	
<b>Style of communication</b>	

## 2. Task: Checklist

<b>General aspects</b>			
How would you rate the coaching session in general?			
Would you say the coaching session was successful?			
Did you perceive the atmosphere as pleasant?			
Would you describe the relationship between coach and coachee(s) as trusting?			
Would you say the coaching session covered all relevant/crucial aspects?			
Did the coaching session include a lot of problems or difficult situations?			
Would you have done a lot of things differently?			
<b>Structure &amp; substantive aspects of the session</b>			
Did the coaching session seem organized in general?			
Would you say it was an organized and well-structured conversation?			
Would you say there was a clear outcome of the coaching session?			
Did it seem clear to the coachee(s) what he/she/they are going to do after completing the session?			
Were there any specific goals (SMART goals), concrete homework, and next steps set during the coaching session?			
Did the coach use any models? If yes, would you say they were chosen adequately?			
Was the coach able to figure out the actual problem the coachee(s) is/are are struggling with?			
Did coach and coachee(s) talk about the same thing?			
Did the coach understand the problem of the coachee(s) properly?			
<b>Style of communication</b>			
Did you perceive the coaches body language as adequate?			
Would you say the coaches verbal and non-verbal communication were congruent?			
Did the coach use an appropriate questioning technique? (mainly open questions)			
Where the selected questions adequate? Why/Why not?			
Did the coach listen actively/closely to what the coachee(s) said? Were there any interruptions?			
Did the coach do enough paraphrasing, summarizing, repeating?			
Was it a balanced conversation? (equal share of speech)			

Did the coach encourage the coachee(s) to come up with possible solutions on their own?			
Did the coach use understandable/appropriate wording/language?			

**3. Task: Benefits for my own coaching skills**

1)

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2)

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3)

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