

Career Coaching Topic Checklist

Name:

On the following checklist, please mark the topics on a scale of 1 - 10, with 1 being of low interest to you and 10 being of high interest to you, for your coaching sessions. If something important is not listed, add it to the list and mark the scale accordingly. This will help structure and focus your coaching conversations moving forward.

| LOW | HIGH | | | | | | | | | |
|--|------|---|---|---|---|---|---|---|---|----------|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 1. The progress I am making in my career | | | | | | | | | | <u> </u> |
| 2. The success I am feeling in my current job | | | | | | | | | | <u> </u> |
| 3. Areas of learning while in my current job | | | | | | | | | | |
| 4. Ways to contribute more to the organization in my current job | | | | | | | | | | |
| 5. Expanding my role and responsibility in my current job | | | | | | | | | | |
| 6. Improve the way I work with others in my company | | | | | | | | | | |
| 7. Having my team/group be more productive | | | | | | | | | | |
| 8. Learning and understanding the strategic goals and my expectations for the company/industry | | | | | | | | | | |
| 9. Improving the manner in which I get things accomplished | | | | | | | | | | |
| 10. Becoming more innovative in my job | | | | | | | | | | |
| 11. Having more work/life balance | | | | | | | | | | |
| 12. Understanding and preparing for career opportunities in a company | | | | | | | | | | |
| 13. Handling difficult challenges I face at work | | | | | | | | | | |
| 14. Understanding and addressing my weaknesses in my job | | | | | | | | | | |
| 15. Understanding and using my strenghts in my job | | | | | | | | | | |
| 16. Help in transitioning to a new job/career | | | | | | | | | | |
| 17: Other: | | | | | | | | | | |
| 18: Other: | | | | | | | | | | |
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