

Coaching Readiness Checklist for HR and Executive Buyers

Can Your Organization Support the Work?

Use this checklist to assess whether the conditions are in place for coaching to have meaningful impact. Each section looks at a different element of organizational readiness.

1. Sponsorship & Legitimacy

- There is a clear executive or manager sponsor
- Coaching is framed as development, not remediation
- Managers understand why this coaching matters

2. Relevance

- Coaching goals connect to current business priorities
- The behaviors being developed are visible and valued
- Leaders have permission to bring real, unresolved challenges

3. Reinforcement

- Sponsors or managers are prepared to notice and respond to learning
- The organization uses shared leadership language and approaches that can be brought forward, into the coaching
- The organization's written and unwritten norms support – rather than undermine – the changes leaders are working on through coaching.

4. Capacity for Change

- Leaders have space to practice new behaviors
- Some short-term inefficiency during learning will be tolerated
- Coaching is not layered onto an unsustainable workload