

Competence Coach Questionnaire

1. Please fill in your data.

Name	
Speciality	
Address	
Region	
Telephone	
Email	

2. Please fill in the **Name** of your **Organization**, your **Working Position** and note X in the column that corresponds to its **legal status**.

Organization		
	Public	
	Private	
	Non governmental / non profit	
Working Position		

3. In which fields does your organization operate?

Note X in the corresponding boxes.

Career Guidance	
Job placement	
Education/ Training	
Psycho-social support	

4. Which are your target groups?

Note X in the corresponding boxes.

Students/Trainees	
Women	
Unemployed	
Migrants - Refugees	
Young at risk of social exclusion	
People with disabilities	
People with mental illnesses	
People with addictions	
Other (define)	

Coach is a qualified practitioner who delivers **educational and career guidance** services through an **ongoing relationship** with the clients in order to achieve their **goals, educational and vocational**. Particularly, he/she provides the clients **psychosocial support, educational orientation, career counseling and promotion to employment**. He/she works mainly with **people at risk of social exclusion**.

5. Please answer how often you do the following tasks in your work, putting in circle the corresponding number in the right columns.

(4=very often, 3=often, 2=occasionally, 1=never)

Counselling and Career Guidance					
	In my work...	Very often	Often	Occasionally	Never
1	I provide individual counselling to clients	4	3	2	1
2	I organize and co-ordinate group counselling	4	3	2	1
3	I facilitate the clients ' empowerment	4	3	2	1
4	I help clients to their personal and vocational development	4	3	2	1
5	I assess the clients ' personal characteristics, competences and skills	4	3	2	1
6	I co-operate with people from the clients ' environment (e.g. family, trainers) for the clients ' benefit	4	3	2	1
7	I develop information and other supporting material	4	3	2	1
8	I organize and co-ordinate groups in order to improve the clients ' job search skills	4	3	2	1
9	I advise clients in their search for job	4	3	2	1

Provision of Information and Job Placement					
	In my work...	Very often	Often	Occasionally	Never
1	I contact potential employers in order to promote job placement	4	3	2	1
2	I assist clients to develop appropriate professional behavior (e.g. punctuality, responsibility)	4	3	2	1
3	I provide information on available jobs	4	3	2	1
4	I provide information on educational and training opportunities	4	3	2	1
5	I use tools and other supporting material of career guidance	4	3	2	1
6	I seek information using the internet	4	3	2	1
7	I support and guide clients while using e-tools of career guidance	4	3	2	1
8	I assist clients while they implement their career decisions	4	3	2	1

Networking and Evaluation					
	In my work...	Very often	Often	Occasionally	Never
1	I follow-up the clients ' progress after our collaboration	4	3	2	1
2	I create and develop a co-operation network with other organizations and enterprises	4	3	2	1
3	I evaluate systematically the services I provide	4	3	2	1

6. How do you evaluate the importance of coaching in your organization? _____

(4=very important, 3=important, 2=less important, 1=not important)