**Coaching Feedback Form**  **Name:**

**Date:**

**Two Adjectives: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Influence/Delivery Skills** | **Constructive Feedback/Self-Assessment** |
| **Stance (Seated and Standing) = Confidence**   * Relax your arms at your sides * Balance your weight evenly * Stay open to convey confidence |  |
| **Movement = Connection & Engagement**   * Move with purpose * Stay focused on the listener you are moving towards * Use the room to engage listener * Plant your feet to avoid pacing |  |
| **Gestures = Credibility and Interest**   * Create visuals around your words * Expand your gestures from your sides * Create a beginning and end |  |
| **Facial Expressions = Passion**   * Use animation to express how you feel about your message * SMILE is not your only option |  |
| **Pause = Knowledge**   * Eliminate filler words * Pause and breathe to relax * Use short, clear and concise sentences |  |
| **Vocal Projection = Confidence**   * 4 – 8 volume level (depending on number of listeners). Speak to be heard! * Avoid allowing your voice to trail off * Project your voice with confidence |  |
| **Vocal Variety = Confidence & Interest**   * Add emphasis to your words * Use inflection and pitch to add excitement and interest * Identify your listener’s words to emphasize |  |
| **Eye Connection = Trust**   * Complete one sentence or thought per person * Random * Series of one-on-one conversation * Pause when transitioning your eyes * Only speak when you see eyes! |  |
| **Optional: Virtual Set-Up**   * Lighting * Camera Position (Angle, Height, Etc) * Sound * Background/Office Layout |  |

**Action Plan:**

**What action will you take TODAY to begin changing your communication behavior?**

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