**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
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| **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
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**Action Plan:**

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

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