

## MODULE 2. COACHING TOOLS

**READY  
TO  
START**

### **PRE-TEST**



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## PRE-TEST

You will take a pre-test to check your knowledge before training in coaching methods and tools. Please read each question carefully and choose one correct answer (a, b or c).

The test consists of seven parts, each of them covers a different aspect of the training topic. Your answers will help us understand what the level your knowledge at the beginning of the training is and adapt the program to your needs.

### 1. What should a team contract include?

- a. Regular meetings, full commitment, compliance deadlines
- b. Regular meetings, partial involvement, open communication
- c. Full commitment, adherence to deadlines, long-term goals

### 2. What are the criteria for formulating goals according to the SMART method? Expand the SMART shortcut.

- a. Specific, Measurable, Achievable, Realistic, Timely
- b. Specific, Motivating, Achievable, Reliable, Timely
- c. Specific, Measurable, Ambitious, Realistic, Timely



**3. What are the four stages of the GROW model?**

- a. Goal, Reality, Obstacles, Will
- b. Goal, Reality, Options, Will
- c. Purpose, Requirements, Options, Will

**4. What aspects of professional life can be assessed using the Wheel of Life?**

- a. Health, Career, Finance, Personal development
- b. Career, Finance, Health, Relationships
- c. Career, Relationships, Personal development, Hobbies

**5. What areas of work can be assessed using the Work (Effectiveness) Circle?**

- a. Time management, Communication, Project management
- b. Time management, Creativity, Team management
- c. Communication, Personal Development, Project Management

**6. What are the four categories in the Eisenhower Matrix?**

- a. Urgent and important, Important but not urgent, Urgent but not important, No urgent and not important
- b. Urgent and important, Important but not urgent, Urgent and difficult, Not urgent and not important
- c. Urgent and important, Important but not urgent, Urgent but easy, Not urgent and not important



**7. What does a SWOT analysis mean and what four elements does it include?**

- a. Strengths and weaknesses, opportunities, threats
- b. Strengths, weaknesses, options, threats
- c. Strengths and weaknesses, opportunities, tactics

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**ANSWER KEY**



- 1. a
- 2. a
- 3. b
- 4. a
- 5. a
- 6. a
- 7. a