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**Coaching Assessment Form**

Use the checklist below to identify areas that you are doing really well and those that require more attention. This can be done as a self-assessment, or you can have another coach observe you.

**Name: Date:**

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| --- | --- |
| **CHECKLIST:** | ✓ |
| Did I welcome each individual when they arrived? |  |
| Did I capture each individual’s attention? |  |
| Did I set the scene for the session? |  |
| Was I organised? |  |
| Did I demonstrate and explain each activity? |  |
| Did I demonstrate and explain correct and safe technique? |  |
| Did I project my voice well, varying pitch and tone? |  |
| Could each individual clearly see and hear the demonstrations? |  |
| Based on my examples and voice, was I easily understood and followed? |  |
| Did I use effective coaching language? |  |
| Based on my examples and voice, were the individuals able to play safely? |  |
| Did I provide feedback and correct when necessary? |  |
| Did I make each individual feel acknowledge and relaxed? |  |
| Did I use individual names? |  |
| Did I make eye contact with each individual? |  |
| Did I appear open and approachable to all individuals? |  |
| Did I treat all individuals as equals? |  |
| Did I create a positive atmosphere during the session? |  |
| Was each individual fully having fun / getting involved during the entire session? |  |
| Was each individual fully focused on what they were doing? |  |
| Did I express my personality naturally and comfortably? |  |
| Did I ask a range of questions? |  |
| Did I gain feedback from the individuals? |  |
| Did I assess if learning took place? |  |
| Did I let the group know details for next time? |  |
| Did each individual leave with a takeaway? |  |

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| **STAY**  What worked well? | **STOP**  What didn’t work well? | **START**  What could you do to improve? |
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| **PLAN FOR NEXT TIME** | | |
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**Coach Action Plan**

Use the information collected from your coaching assessment forms (self or observation) to create a personal action plan for future sessions. From below, select areas that you want to develop and list the actions for how you are going to do this. It is a good idea to put a timeframe on whatever you put in this plan to keep you on track.

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| **Areas to develop** |
| Technique knowledge Activity structure Court positioning Questioning  Timing of activities Cues Group management Voice (tone and pitch) Feedback  Engaging individuals Being open and approachable Catering to individual needs  Session planning Demonstrations and explanations Use of names and eye contact  Progressions Having fun Staying composed Managing equipment and space  Managing conflict Gaining attention Checking for understanding Recapping session |

|  |  |  |
| --- | --- | --- |
| **Areas to develop** | **Action to take** | **By when (date)** |
| **Short term (next week)** | | |
|  |  |  |
| **Medium term (3 months)** | | |
|  |  |  |
| **Long term (12 months)** | | |
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