

Intermediate Coaching Course

Intermediate Workbook

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# Introduction / Important Information

Congratulations on downloading the Intermediate Coaching Course Workbook.

This workbook has been designed with activities to assist course participants reflect on their learnings to date and to have a working document that can be looked back upon as a coach continues with their Coaching Accreditation journey.

Upon completing this assessment, you will be required to upload it into FLEX.

There is a dedicated support site article designed to assist with [uploading the Intermediate Workbook](https://support.gymnastics.org.au/knowledgebase/article/KA-01177/en-us).

**Please allow up to 10 business days for your workbook to be reviewed and marked. Marking of the workbook will be conducted by your state / territory body.**

## What is to be submitted?

Only the follow pages are required to be submitted

* Cover Page Page 29
* Supervised hours record Page 30
* Supervisor Checklist 1: Working at your gym \*\* Page 31
* Supervisor Checklist 2: Coaching safely \*\* Page 32
* Supervisor Checklist 3: Planning, coaching and reviewing \*\* Page 33
* Supervisor Checklist 4: Communication \*\* Page 34

We strongly recommend printing these pages, scan as a pdf and upload the pdf file.

**You are required to complete the practical components of the workbook under the direct supervision of an accredited supervisor coach.**

# Section 1 – Working at your gym

## Gymnastics induction

Inductions are a valuable way of introducing new coaches to a gymnastic club. Each club will have their own way of inducting new coaches into their job.

During or shortly after your induction, complete the questions to record some of the information that you need to know to be a coach at your club.

|  |  |
| --- | --- |
| Your name |  |
| Your club |  |

**Activity 1.1: Occupational health and safety**

|  |
| --- |
| In your club, where can you find a copy of the Work Health and Safety (OH&S) policy? |
| What are your rights in terms of OH&S? |
| What are your primary OH&S responsibilities? |
| Who do you report safety issues or work-related incidents and accidents to? |
| What manual handling tasks do you perform in your role in the gym?Do you require further training to perform these tasks safely?  |

**Activity 1.2: Business information about your gym/club**

|  |
| --- |
| How does your club process enrolments and allocate participants to classes or groups? |
| How does your club allocate coaches to classes or groups? |
| How does your club organise equipment usage on the gymnasium floor during lessons (rotations)? |
| How are you notified about shifts? |
| What uniform do you wear while coaching? Dot point or draw it below. Are there other rules to follow regarding your presentation? If so list them below.  |
| List some other club rules for coaches (e.g. mobile phones, change of shift, sick leave procedure). |
| How do you receive feedback on your coaching performance? Are there opportunities for professional development such as attending workshops? If so list them below.  |
| What technology is used in running the gym club? E.g. photocopier to duplicate a lesson plan, phone or computer to check roster.How will you need to use technology in your role as a coach? |
| Does your club have pathways to allow a participant to progress in the sport?  |
| Does your club have pathways to allow a coach to progress in the sport? |

## Roles and responsibilities of other employees within the gym club

**Activity 1.3: Roles and responsibilities in the gym**

In column one of the table, list some key employees within the gym club. In column two list their responsibilities. In the third column describe how you may need to interact with this person in a working environment.

|  |  |  |
| --- | --- | --- |
| Person and role title | Roles and responsibilities | How you will interact with them |
| e.g. Club Administrator | * Enrolments
* Competition entries
 | Send them the class roll at the end of the session.Send through names for the competition. |
|  |  |  |
|  |  |  |
|  |  |  |
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**Activity 1.4: Organisational goals and objectives**

What are some of the club’s organisational goals and objectives?

|  |  |
| --- | --- |
| Goals | Objectives |
| e.g. To be the largest club in the region | e.g. Increase enrolments by 50% in the next two years |
|  |  |
|  |  |
|  How can you assist in the achievement of the goals and objectives you have identified?  |

**Activity 1.5: Personal goal setting**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Goal | Plan to achieve goal | Timeframe | Have you completed your goal? Y/N | Why, why not? How will you continue to work towards achieving the goal? |
| e.g. To become an Intermediate Level Coach | Complete this workbook. Learn from Supervisor. Enrol in Online Intermediate Coaching Principles and other Gymsport-specific courses | Enrol in the online course by end of year |  |  |
|  |  |  |  |  |
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## Roles and responsibilities of a coach

**Activity 1.6: Your role**

Outline some of the roles you have undertaken when coaching in your gym. Is there more than one role? Does your role continuously change?

|  |  |
| --- | --- |
| Coaching role | Describe how you performed this role |
| e.g. Administrator Mentor  | answer the phone, take enrolmentsassist less experienced coaches |
|  |  |
|  |  |
|  |  |

You will need to clearly understand your responsibilities to perform your job well. Talk about this with your Supervisor and/or the gym club owner/manager.

**Activity 1.7: Your responsibilities**

Describe your main responsibilities using the table below. You should describe at least four responsibilities.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| What are your responsibilities? | What do you have to do to meet this responsibility? | When does this need to be completed by? | Who could support you in completing this task if you run into difficulties? | Who do you need to inform when the task is complete? |
|  |  |  |  |  |
|  |  |  |  |  |
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# Section 2 – Coaching safely

**Activity 2.1: Legal requirements**

The table below contains a list of documents that your gym club may have. These documents may be named differently to those listed, combined and/or separated.

Find out how these documents (or their equivalents) can be accessed and record the name of the relevant contact person. Discuss these documents with your Supervisor and/or the Club Manager if you require assistance.

If you do not have any of these documents at your gym please click on the links below each policy to see an example. These examples have been taken from:

* Knox Gymnastics, VIC
* Sydney Hills Gymnastics, NSW
* Manly Warringah Gymnastics Club, NSW
* Gymnastics Australia website

|  |  |  |
| --- | --- | --- |
| Legal document | How can these be accessed?  | What are my responsibilities in this area? |
| Member protection policies<http://www.sydneyhillsgymnastics.com.au/files/Member_Protection_Policy.pdf> |  |  |
| OH&S procedure and policy documents<http://www.sydneyhillsgymnastics.com.au/files/Occupational_Health_Safety_Policy.pdf> |  |  |
| Emergency action/ evacuation plans/ heat policy<http://www.knoxgymnastics.org.au/handbook.pdf> |  |  |
| First aid procedures and injury reporting<http://www.mwgymclub.com/club-policies> |  |  |
| Code of Conduct<http://www.knoxgymnastics.org.au/handbook.pdf> |  |  |
| Coaches’ Code of Ethics[GA website](http://www.gymnastics.org.au/visageimages/About_Us/By_laws_Policies_Tech_Regs/Coaches_Code_of_Ethics.pdf) |  |  |
| Code of Behaviour<http://www.mwgymclub.com/club-policies> |  |  |
| Privacy policies<http://www.sydneyhillsgymnastics.com.au/files/Privacy_Policy.pdf> |  |  |
| Equipment faults and maintenance policy<http://www.sydneyhillsgymnastics.com.au/files/Equipment_Policy.pdf> |  |  |

**Activity 2.2: Hazards in the gym**

Identify and list five potential hazards within your gym.

Discuss each hazard with your Supervisor. Record how each hazard you identified is controlled to ensure a safe training environment. Determine who is responsible for ensuring each hazard is controlled.

|  |  |  |
| --- | --- | --- |
| Hazards in the gym | How is the hazard controlled? | Who is responsible for controlling the hazard? |
| e.g. The gym floor is made of concrete and is hard. Potential to injure participant if they come off equipment. | e.g. Put overflow matting around all equipment. | e.g. The coach at each piece of equipment must make sure overflow matting is in place.  |
|  |  |  |
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**Activity 2.3: Safety checklist**

In the space below, create a safety checklist that you could use before delivering a lesson.

Discuss the checklist with your Supervisor. Add additional items to your list.

|  |
| --- |
| Pre-lesson safety checklist*
*
*
*
*
*
*
*
*
*
*
*
*
*
 |

**Activity 2.4: Equipment safety**

In the Apparatus column, record six pieces of apparatus that you use when you coach, and complete each column to record your knowledge of how to set it up correctly. Include any modified apparatus that you use (e.g. low beam, bean bags).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Apparatus | Steps in setting up / preparing apparatus safely, including safe lifting / manual handling | Safety checks that must be performed before use | Safety requirements for equipment use | Supervisor sign off |
| e.g. Bean bags | Take from small equipment cupboard in box and place onto beams to step over | Check all bean bags are suitable, i.e. not leaking | Suitable contents inside bean bags |  |
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**Activity 2.5: Injury prevention**

Identify five injury prevention strategies that are used within your club.

|  |  |  |
| --- | --- | --- |
| Injury prevention strategy | Who is responsible for this? | When does it need to be done? |
| e.g. All joins in floor matting are to be covered by velcro strips | Coach  | During set-up prior to classMonitor throughout lesson |
|  |  |  |
|  |  |  |
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**Activity 2.6: Recording injuries**

Each time an injury occurs, your club should record it.

|  |
| --- |
| How does your club record when an injury has occurred? Dot point the location and process below. |
| As an Intermediate Coach, what is your role when an injury occurs during one of your classes?  |

**Activity 2.7: Injury report form**

Complete the injury report form for an incident that could possibly occur within a gymnasium. Alter the names and other identifiable details if the scenario is based on an actual event.



# Section 3 – Planning, coaching and reviewing

**Activity 3.1: Lesson planning**

Discuss the following questions with your Supervisor and record the answers within the space provided.

|  |
| --- |
| What are your lesson planning responsibilities? |
| When do you need to complete your responsibilities? |

**Activity 3.2: The lesson plan**

In the space below, attach/outline a lesson plan that you were involved in coaching whilst under supervision.

In the space below make some review notes about the lesson plan that you attached in Activity 3.2.

**Activity 3.3: Lesson plan review**

Comment on the following areas of your lesson plan.

|  |
| --- |
| Is there enough time, space, equipment and coaches available for each part of the lesson? |
| Are any modifications required to the lesson plan? Why and what are they? |
| How were the modifications to the lesson plan decided on and communicated? |
| Did the modifications to the lesson plan change the lesson objectives? |

**Activity 3.4: Post lesson review**

After a coaching lesson, complete the following self-reflection template and identify any area for improvement in future coaching.

|  |  |
| --- | --- |
| Review question | Opportunity for improvement |
| Did the lesson follow the plan? Why or why not?  |  |
| Were the lesson outcomes achieved? Why or why not? |  |
| What group management techniques did you use? Did they work effectively?  |  |
| Was safety maintained at all times during the lesson? How? |  |
| Were the participants engaged and was the 4F philosophy incorporated into your lesson delivery? |  |
| What feedback did you receive from the participants? |  |
| Comments from Supervisor: |

**Activity 3.5: Self-reflection**

Consider the lesson that you reviewed in Activity 3.4. Complete the following table. Identify parts of your coaching performance where you can improve and suggest how you will improve. Discuss your improvement ideas with your Supervisor.

|  |  |
| --- | --- |
| Something I could improve | How I will do it better next time? |
| Planning |  |
| Organisation and preparation |  |
| Communication (instructions, demonstrations, key coaching points, feedback etc.) |  |
| Warm-up and cool-down (delivery, activities, timing etc.) |  |
| Skill development coaching (drill selection, progressions, maximum participation etc.) |  |

**Activity 3.6:** **Group organisation strategies**

Below are examples of two different group organisation methods that could be utilised for each of the following Physical Conditioning Activities. **Your task is to provide 3 more activities that you conduct in your gym and explain ways that you organise your group.**

|  |  |  |
| --- | --- | --- |
| Activity examples | Group organisation method (1) | Group organisation method (2) |
| Chain jumping | Relay | Group |
| Back to back rise | Grids | Teams |
| Front support tag | Partner | Group Tag Clockwise |
|  |  |  |
|  |  |  |
|  |  |  |

**Activity 3.7: Group organisation observation**

One of the areas that new coaches often find challenging is organising their group for different activities. Observing how experienced coaches manage their groups can help you develop your own skills.

Observe other coaches teaching inside your gymnasium. Whilst doing this, observe the following:

* How the group was organised
* How a coach meets the needs of the individual as well as the needs of the group
* Techniques for organising the group

In the table below note some of the group organisation techniques that you observe and suggest how you could use these in your own coaching.

|  |  |  |
| --- | --- | --- |
| Group organisation method | Explain how this meets the need of the group or individual | How can you apply these to your coaching? What types of activities will this work for at your level? |
| e.g. Stand on a line and every second person sit down. All of those standing move to activity station 1 and all of those sitting move to activity station 2.  | E.g. The group was a recreation class for 12-year-old boys, who needed to be organised quickly into two groups. This organisation method did not provide any opportunity for the participants to ‘muck around’ before the activities. It stopped the more dominant group members from going to the activity that they wanted to do first. | E.g. I could use this group organisation method with my recreation class when I have two different activities on the high bar and need two groups quickly. |
|  |  |  |
|  |  |  |
|  |  |  |

**Activity 3.8: Spotting skills and drills**

List some skills and drills that your Supervisor has shown you how to spot for. Describe how to spot this skill/drill and the reasons for spotting it.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Apparatus | Skill / drill description | Description or illustration of spotting technique | Safety considerations when running this drill | Supervisor initials |
|  |  |  |  |  |
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# Section 4 – Communication

**Activity 4.1: Dealing with difficult participants**

Answer the following questions about how you would deal with difficult participants.

|  |
| --- |
| If you had a disruptive participant within your class, how would you prevent them for disrupting the rest of the group? |
| If you had to deal with an aggressive, aggravated or difficult parent, what kind of strategies would you employ to communicate with them? |

**Activity 4.2: Giving feedback**

Using the headings in the table, describe a situation where you have given feedback to a participant.

|  |
| --- |
| When?Where?Why?How? |

**Activity 4.3: How to give feedback**

Hold a discussion with your Supervisor about the way you give feedback to participants.

|  |
| --- |
| Write some notes about how your Supervisor thinks you could become more effective at giving feedback. |

**Activity 4.4**: **Industry knowledge**

Provide an article/ publication on an area of the **sport, fitness and recreation industry** that increases your awareness and knowledge of the industry and associated issues.

Some articles can be sourced via the websites below:

<http://www.ausport.gov.au/>

<http://australia.gov.au/about-australia/australian-stories/sport-and-recreation>

Write a brief summary of the article’s key points and how you will apply this knowledge in your coaching.

|  |
| --- |
| Article title:Article source:Article author:Article date:Summary of key points in publication: How does this information apply to coaching and your responsibilities within the gymnasium?  |

**Activity 4.5: Resources**

Find at least two coach information resources (e.g. articles, videos, blogs etc.) and list them in the table below. Make some notes in the relevant column about the information within the article and how it can be used to improve your coaching.

|  |  |  |
| --- | --- | --- |
| Resource | Information it contains | How you can use this information within your coaching |
|  |  |  |

#

# Section 5 – Skill and drill collection

**Activity: 5.1: Skills and drills**

Record four drills or skills that you have learnt, detailing the coaching requirements as indicated.

|  |  |
| --- | --- |
| Skill / drill title | Purpose of the activity |
| List the physical preparation required. | List the lead-up drills and pre-requisites. |
| Describe or draw the ideal model of the drill or skill. |
| Key coaching points | Equipment required and safety considerations |

|  |  |
| --- | --- |
| Skill / drill title | Purpose of the activity |
| List the physical preparation required. | List the lead-up drills and pre-requisites. |
| Describe or draw the ideal model of the drill or skill. |
| Key coaching points | Equipment required and safety considerations |

|  |  |
| --- | --- |
| Skill / drill title | Purpose of the activity |
| List the physical preparation required. | List the lead-up drills and pre-requisites. |
| Describe or draw the ideal model of the drill or skill. |
| Key coaching points | Equipment required and safety considerations |

|  |  |
| --- | --- |
| Skill / drill title | Purpose of the activity |
| List the physical preparation required. | List the lead-up drills and pre-requisites. |
| Describe or draw the ideal model of the drill or skill. |
| Key coaching points | Equipment required and safety considerations |



Intermediate Coaching Course

# Intermediate Workbook Submission paperwork

**Only pages 29-34 need to be uploaded for approval**

|  |  |
| --- | --- |
| Coach Name: |  |
| Club: |  |
| Date of workbook commencement: |  |
| Date of workbook completion: |  |
| Supervisor(s) Name: |  |
| Supervisor(s) Technical ID: |  |
| [ ] I can confirm that I have reviewed this workbook and all components have been completed satisfactorily |
| Supervisor Signature: |  |

## Record your 20hrs supervised hours

You should form a habit of recording the number of hours you coach. This provides a record of your coaching and can assist with any discrepancies with your club. This also allows you to look back in history and marvel at the experience you’ve gained!

The table provided is one simple method of recording your hours. You may choose to record your hours in your own spread sheet, in a calendar, in a note book or another method which works for you.

**Activity 5.2: Record your 20hrs**

Record your supervised hours in the table below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Location** | **Number of hours** | **Running total** | **Supervisor signature** |
| 01/07/2013 | The Hills Gym Club | 1.5 | 1.5 | Peter Alexander  |
|  |  |  |  |  |
|  |  |  |  |  |
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##

## S1 – Supervisor Checklist 1: Working at your gym

This checklist is to be completed by your Supervisor prior to this workbook being submitted.

|  |  |  |
| --- | --- | --- |
| Observation item | Tick if observed | Comment |
| 1. Has completed all induction requirements
 |  |  |
| 1. Communicates effectively and appropriately with others
 |  |  |
| 1. Develops plans to achieve goals
 |  |  |
| 1. Completes own work tasks on time, seeking support or offering assistance when required
 |  |  |
| 1. Communicates professionally with colleagues to ask questions, seek support and feedback, communicate progress, adjust plans
 |  |  |
| 1. Develops effective working relationships
 |  |  |
| 1. Maintains high standards of personal presentation in accordance with club requirements
 |  |  |
| 1. Understands responsibilities and demonstrates safe behaviour
 |  |  |
| The coach has satisfactorily completed the following workbook activities and displayed satisfactory understanding and ability in all relevant areas (tick each of the below)* 1.1 OHS
* 1.2 Business information about your gym/club
* 1.3 Roles and responsibilities
* 1.4 Organisational goals and objectives
* 1.5 Personal goal setting
* 1.6 Your role
* 1.7 Your responsibilities
 |  |  |
| **Supervisor declaration**I have discussed each activity within Section 1 of this workbook with the Coach and found that their understanding of each answer is appropriate to their role as a coach. I understand this checklist must be signed by both myself and the coach and submitted electronically as an original document.  |
| Supervisor name (print clearly): |
| Supervisor signature: | Date: |
| Coach signature: | Date: |

##

## S2 – Supervisor Checklist 2: Coaching safely

This checklist is to be completed by your Supervisor prior to this workbook being submitted.

|  |  |  |
| --- | --- | --- |
| Observation item | Tick if observed | Comment |
| 1. Identifies equipment requirements, accesses and issues equipment in accordance with procedures
 |  |  |
| 1. Accesses, moves, sets up and returns equipment correctly and safely in accordance with instructions and procedures
 |  |  |
| 1. Demonstrates safe lifting techniques
 |  |  |
| 1. Demonstrates awareness of, and meets the legal responsibilities of, the coach duty of care and appropriate code of behaviour
 |  |  |
| 1. Identifies and implements basic strategies to prevent injuries
 |  |  |
| 1. Contributes to equipment set-up and maintenance
 |  |  |
| 1. Uses initiative to address hazards and ensure a safe training environment. Communicates hazard to appropriate staff.
 |  |  |
| 1. Coaches participants in an ethical and appropriate manner.
 |  |  |
| The coach has satisfactorily completed the following workbook activities and displayed satisfactory understanding and ability in all relevant areas (tick each of the below)* 2.1 Legal requirements
* 2.2 Hazards in the gym
* 2.3 Safety checklist
* 2.4 Equipment safety
* 2.5 Injury prevention
* 2.6 Recording injuries
* 2.7 Injury report form
 |  |  |
| **Supervisor declaration**I have discussed each activity within Section 2 of this workbook with the Coach and found that their understanding of each answer is appropriate to their role as a coach. I understand this checklist must be signed by both myself and the coach and submitted electronically as an original document. |
| Supervisor Name (print clearly): |
| Supervisor Signature: | Date: |
| Coach Signature: | Date: |

## S3 – Supervisor Checklist 3: Planning, coaching and reviewing

This checklist is to be completed by your Supervisor prior to this workbook being submitted.

|  |  |  |
| --- | --- | --- |
| Observation item | Tick if observed | Comment |
| 1. Contributes to lesson plan development, including identifying resources required
 |  |  |
| 1. Appropriate matching of coaching methods and coaching style to suit age, skill and developmental level
 |  |  |
| 1. Sequential learning progressions appropriate for beginner / novice participants
 |  |  |
| 1. Supervises participants at all times and manages class group behaviour appropriately
 |  |  |
| 1. Assists or leads warm-up activities
 |  |  |
| 1. Observes participants’ performance and provides appropriate progressions
 |  |  |
| 1. Assists or leads cool-down activities
 |  |  |
| 1. Ability to modify activities to include a range of participants
 |  |  |
| 1. Reviews own coaching performance taking into account feedback and identifies improvements
 |  |  |
| 1. Analyses participants’ performances
 |  |  |
| The coach has satisfactorily completed the following workbook activities and displayed satisfactory understanding and ability in all relevant areas (tick each of the below)* 3.1 Lesson planning
* 3.2 The lesson plan
* 3.3 Lesson plan review
* 3.4 Post lesson review
* 3.5 Self-reflection
* 3.6 Group organisation strategies
* 3.7 Group organisation observation
* 3.8 Spotting skills and drills
 |  |  |
| **Supervisor declaration**I have discussed each activity within Section 3 of this workbook with the Coach and found that their understanding of each answer is appropriate to their role as a coach. I understand this checklist must be signed by both myself and the coach and submitted electronically as an original document. |
| Supervisor Name (print clearly): |
| Supervisor Signature: | Date: |
| Coach Signature: | Date: |

## S4 – Supervisor Checklist 4: Communication

This checklist is to be completed by your Supervisor prior to this workbook being submitted.

|  |  |  |
| --- | --- | --- |
| Observation item | Tick if observed | Comment |
| 1. Clarifies role in lesson delivery.
 |  |  |
| 1. Contributes to administrative tasks.
 |  |  |
| 1. Communicates effectively with participants using clear and appropriate directions.
 |  |  |
| 1. Provides feedback appropriate to the participants’ performance and needs.
 |  |  |
| 1. Provides a variety of instructional techniques during a coaching session.
 |  |  |
| 1. Communicates effectively with participants and parents using appropriate medium and tone.
 |  |  |
| 1. Deals appropriately with problems, issues and conflict as required whilst displaying respect for differences. Seeks support when required.
 |  |  |
| 1. Responds appropriately to feedback from supervisors, peers and participants and applies this to future situations.
 |  |  |
| 1. Actively seeks knowledge relevant to job, applies and shares it with others as appropriate.
 |  |  |
| The Coach has completed 20 hours or more coaching under supervision. |  |  |
| The Coach has satisfactorily completed the following workbook activities and displayed satisfactory understanding and ability in all relevant areas (tick each of the below)* 4.1 Dealing with difficult participants
* 4.2 Giving feedback
* 4.3 How to give feedback
* 4.4 Industry knowledge
* 4.5 Resources
 |  |  |
| **Supervisor declaration**I have discussed each activity within Section 4 of this workbook with the Coach and found that their understanding of each answer is appropriate to their role as a coach. I understand this checklist must be signed by both myself and the coach and submitted electronically as an original document. |
| Supervisor Name (please print clearly): |
| Supervisor Signature: | Date: |
| Coach Signature: | Date: |