

## Masterclass objectives

**On completion of the How you deliver masterclass coaches will:**

* identify the expectations of your session
* identify what might help keep the session running to plan
* determine how your participants and stakeholders can assist in the running of a session
* create a plan that will assist in leading and managing an effective session.

## Reflective workbook purpose

This workbook provides an opportunity to extend the information from within the How you deliver masterclass. The questions and activities within this workbook are designed to:

* provide an opportunity to apply the knowledge within the masterclass to your own coaching context
* provide direction on how to lead and manage an effective session.

## How to use this workbook

To get the most from this masterclass and develop your ability to lead and manage an effective session, we recommend the following:

* complete the course on a computer or device with a larger display
* download the course workbook from the resources section
* display the course and the reflective workbook document in side-by-side browser windows as you complete your learning.

In the online content you will notice a workbook activity icon (see left). This indicates a question or activity linked to this section of the workbook. Locate the corresponding question or activity in the workbook and complete before progressing. Once you complete the questions or activities, head back to the online content to progress through the masterclass.

At the end of the workbook, you can reflect on what you have learned about how to effectively lead and manage a session.

## What you know

### Expectations for the session

A key part of effectively managing a session is knowing what the session will include and the best way to achieve it, before the session takes place. Having a plan based on the needs, motivations and goals of participants means you and your participants will be more likely to achieve your goals for the session. Questions you might ask yourself when preparing for a session include:

* What do I have available (e.g., equipment and space for the session)?
* Who and how many participants and other support staff will be in attendance?
* What plans and behaviours can I use to demonstrate effective leadership and ability to run the session?
* What experience do my participants bring and will they be able to manage parts of the session themselves?

**Make a list of all the things you think will help you prepare for your next session, keeping in mind:**

**The goals and expectations you have for the session**

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### The equipment, space and facilities you have available

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**The number of participants attending**

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**Anything else that might help you prepare**

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**Including your support team**

You can’t always be the only person responsible for making a session run smoothly and managing those taking part in it. While planning your session, reflect on who can provide support and how they can support you.

Some common stakeholders who are often present and how they can support the coach in making a session positive, inclusive and fun for everyone include:

* assistant coaches
* participants
* Family and friends
* club administrators

**Who are the stakeholders at your sessions that currently provide support to you in your role as the coach and how do they provide support?**

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**What other stakeholders might be able to provide you with support and how?**

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## What you do

### Before the session

Another important part of leading an effective session is to make sure you are well prepared and organised. All coaches have their own pre-session routine, but those who lead the most successful sessions are often those who get everything ready (as best they can) before the session starts. For example, they prepare a session plan ahead of time, check the equipment, space and facilities are all in safe working order and set out the activities.

Despite your best efforts, there will always be barriers that get in the way of being prepared before a session starts. Make sure you know what the barriers are and how to overcome them, so you can get on with setting up your session.

**What barriers exist in your coaching environment that impact your ability to lead and manage an effective session?**

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**How do/can you overcome these barriers before your session?**

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## **Running the session**

Once all your plans are in place, it's time to run the session. How you want your session to run and how it actually runs can sometimes be 2 different things entirely.

**After hearing from and seeing the coach in the video (refer back to masterclass) in action and considering your previous responses to what factors might impact the session, what do you (or can you do) to manage your session to make it run as smoothly and effectively as possible?**

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## What others think

**Your participants**

Ask your participants about their experience before, during and after your session to identify what you can change to improve sessions in the future.

**Create a list of questions you could ask your participants to find out what they thought of your session and how it was run.**

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**Other stakeholders**

A range of people can influence how a session is delivered, so it’s important to gather information from a number of different stakeholders when working to improve your delivery.

**Create a list of questions you could ask stakeholders who support you, to find out what they thought of your session and how it was run.**

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## What you think

Up to this point you have:

* identified what you expect from your session and how it will run
* determined what might help keep the session running to plan
* identified what your participants and stakeholders see as important to improving how future sessions are run.

Gathering this information and using it to plan how to lead and manage future sessions will help you ensure participants are always taking part in a well-run and engaging environment. To continually deliver effective and successful sessions you need to regularly assess how to improve and incorporate this into your plan for future sessions.

In addition to reflecting on the session by asking questions of themselves, a coach could also choose to look back on their session. Before your next session, take some time to think about how you want the session to run and how you’ll manage it and be prepared to look back on your session – either with the use of video or from someone who is observing the session.

**How could you improve how you led and managed the session? Consider:**

### Your expectations for the session

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### When you began preparing for the session

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### How much time you allowed for the activities and session

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### The way you communicated with participants and other stakeholders

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**How you involved participants and other stakeholders**

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## Moving forward

### What have you learned?

Before you complete the How you deliver masterclass, take some time to reflect on what you have learnt and how you will use it:

* Are you prepared as best as you could be for your next session?
* Is there something about your sessions that often impacts how successful and effective they are?
* How are you going to make sure your next session runs as smoothly as possible?

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Note regarding any filming or use of video: Consider and abide by all rules your club, association and organisation has regarding filming and using video during sessions, especially for people under 18 years of age. You may need to obtain written and/or verbal informed consent.

Use the knowledge gained from this masterclass before delivering your next session. Leading and managing a successful and effective session comes from putting time into the planning process and always considering your participants' needs and motivations.

# Additional resources

The Australian Sports Commission Community Coach Development – <https://www.ausport.gov.au/coaching/community>