
Overview

This standard is about a coach conducting and evaluating planned coaching session. Candidates should coach the skills and techniques as defined by the activity.

The unit is aimed at people who have some basic training and experience of coaching and are capable of running sessions safely on their own. The unit has five sections. These are:

Prepare participants for coaching sessions

The candidate has to conduct all the necessary preliminary activities and checks with participants before the core of the session begins. This will include the participants being warmed-up, both mentally and physically, in a manner appropriate to the activities to follow.

Instruct participants

The candidate must instruct the participants in the skills and/or techniques to be covered in the session. If the session aims to coach a variety of skills and/or techniques, this process should be repeated a number of times during a single session. The activity will define the range of skills and/or techniques, and where appropriate, the recommended progression between these and also the health and safety considerations.

Coach participants to improve performance

The candidate must encourage the participants to practice the skills and or techniques. They should correct faults and giving appropriate feedback which improves the participants' performance. The process described by this unit may occur a number of times during a session as new skills and/or techniques are introduced.

End coaching sessions

The candidate must allow participants time to cool down appropriately and review their performance with the candidate. The candidate should provide the participants with information on further sessions and opportunities to participate. They must deal with the equipment and the environment used during the session and supervise the participants departure.

Review the effectiveness of coaching sessions

The candidate should collate the responses from those involved in the session and provide a (verbal and/or recorded) review of the outcomes of the session, against what was planned. This review should take into account the opinions of as many people as possible and result in an action plan being produced which takes lessons from the session to future sessions.

Performance criteria

You must be able to:

Prepare participants for coaching sessions

- P1 meet the participants punctually and make them feel welcome and at ease
- P2 based on information available, advise the participants of any reasons why they should not participate in the activity
- P3 check that the dress and equipment being used are safe and appropriate for the activity
- P4 make the participants aware of all necessary information
- P5 prepare the participants physically and mentally to participate
- P6 check the participants' level of experience and use it as a starting point for the rest of the session

You must be able to:

Instruct participants

- P7 give instructions which are clear and consistent with the plans, the identified needs of the participants' and their level of experience
- P8 give clear explanations and demonstrations, which are technically correct and appropriate to the participants' needs and level of experience
- P9 check the participants' understanding of the instructions and give them the opportunity to ask questions
- P10 make sure that the session achieves a balance between activity and instruction according to participants' needs
- P11 maintain a safe working environment
- P12 keep to the planned timings for the session

You must be able to:

Coach participants to improve performance

- P13 observe the participants' performance throughout the session as appropriate to their needs and their level of experience
- P14 identify the participants' strengths and weaknesses correctly
- P15 use appropriate coaching methods and activities to develop the participants' performance
- P16 adapt their plans to respond to the changing needs of participants during the session and the environment
- P17 provide feedback in a clear and positive manner

You must be able to:

End coaching sessions

- P18 allow sufficient time to end the session according to the participants' level of experience
- P19 end the session using activities which are safe and effective
- P20 give the participants sufficient opportunity to provide feedback and identify their further needs
- P21 inform the participants correctly of the time, location and content of

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further sessions

- P22 advise the participants of any preparation needed for further sessions
- P23 give the participants an accurate summary of their own feedback on the session
- P24 supervise the participants' departure in a manner appropriate to the situation and with due regard to their safety
- P25 dismantle and put away the equipment they have used safely and in line with good practice, reporting any damage to the appropriate authority
- P26 leave the environment in a condition acceptable for future use

You must be able to:

Review the effectiveness of coaching sessions

- P27 conduct a review which accurately reflects the progress made during the session
- P28 take full account of the views of the participants and others involved
- P29 take full account of the conclusions drawn from the review of previous sessions
- P30 produce an action plan which accurately identifies where improvements are needed

Knowledge and understanding

You need to know and understand:

Prepare participants for coaching sessions

- K1 the requirements of the activity in terms of dress and equipment
- K2 the appropriate equipment, facilities and clothing for the activity
- K3 the accepted current code of ethics and conduct of the activity
- K4 the accepted current rules and/or regulations of the activity
- K5 the principles and techniques of physical and mental preparation for the activity as defined by the technical definition of the activity
- K6 the importance of using participants' level of experience as a starting point for sessions
- K7 agencies to whom you might refer people with particular needs
- K8 the reasons for the immediate deferral of a potential participant from the session
- K9 the recorded plans, evaluations and other sources of evidence including testimonials for sessions which cover the remaining parts of the technical definition

You need to know and understand:

Instruct participants

- K10 the up to date techniques, skills and tactics of the activity
- K11 how to achieve a balance between activity, instruction and coaching as appropriate to participants' level of experience
- K12 the effective organisation of groups
- K13 the activities/practices to facilitate learning and development
- K14 the reasons for using particular activities/practices in a session
- K15 the accepted current rules and/or regulations of the activity
- K16 the current accepted health and safety practice for the activity

You need to know and understand:

Coach participants to improve performance

- K17 the accepted and current coaching methods of the activity
- K18 how participants learn and develop skills
- K19 how to give feedback to participants and how to choose the right time to do so
- K20 modifications to plans to cater for different and changing environmental conditions
- K21 the psychology of performance as defined by the technical definition
- K22 the physiology of performance as defined by the technical definition
- K23 when to involve other coaches or assistants
- K24 the current accepted health and safety practice for the activity
- K25 the needs of the participants
- K26 the accepted current code of ethics and conduct of the activity

You need to know and

End coaching sessions

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understand:

- K27 the activities which safely enable participants to physically end sessions
- K28 the importance of seeking feedback
- K29 methods of gathering feedback from participants
- K30 others from whom feedback could be sought
- K31 the types of information which will inform participants of the availability of further activities
- K32 the appropriate lifting techniques for equipment which is used
- K33 the accepted good practice in the handling and storage of equipment appropriate to the activity
- K34 types of damage to the equipment of the activity which make it unsafe to use
- K35 accepted good practice in the care of the environment

You need to know and understand:

Review the effectiveness of coaching sessions

- K36 how to record the review as defined by the activity
- K37 the principles of self evaluation
- K38 the importance of seeking views of others
- K39 how to review
- K40 how to develop an action plan
- K41 the sources of information on means of improving personal performance

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