

# Masterclass objectives

**Upon completion of the How you improve masterclass coaches will:**

* gain skills in how to plan and complete their reflections
* recognise why reflection is important in the development of their participants
* recognise the impact of effective reflection on their coaching skills.

# Reflective workbook purpose

This workbook provides an opportunity to extend the information from within the How you improve 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 use the reflective process.

# How to use this workbook

To get the most from this masterclass and develop your ability to reflect, 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.

Icon

Description automatically generatedIn 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 use your learnings to create an action plan to guide your future reflective process. Additional templates for reflections are also provided (see Resource course tile).

## What you know

### The value of reflection

All coaches have a different reason for reflecting. This can be due to many things, such as, their coaching background, their experience with reflecting or the sport they are coaching.

As a result, every coach takes something different from the reflective process. In other words, the value of reflection is different for every coach. For some, it’s about gathering information on what happened during a session or figuring out what impact they had. Others are looking for ways to improve their sessions.

#### What do you value as a coach when reflecting?

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#### Why is reflection important to you?

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## What you do

### Deciding what to reflect on

As we learned in the previous section, every coach values something different when it comes to reflection. That means that what each coach focuses on when they reflect is also going to differ. When starting out, most coaches begin with ‘what went well’ and ‘what could have gone better’. This is a great start, but moving beyond these questions and trying to make sense of what is happening and why, is how a coach can improve how they reflect. Recognising what to focus on and why this is important will go a long way to helping you become effective at reflection.

The questions below provide an opportunity to think about what you can focus your attention on when reflecting on your participants and your own coaching.

#### Participant experience

**Create a list of things you could reflect on based on what you might observe and hear from your participants during a session**. Some examples might be:

* the excitement and engagement of participants
* the teamwork (or lack thereof) during activities
* how many questions participants asked before, during and after an activity.

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#### Coach development

**Create a list of things you could reflect based on your own coaching performance and experience**. Some examples might be:

* the time spent giving instructions compared to asking questions
* whether the equipment and space were suitable and helped achieve session objectives
* how confident you felt when providing feedback to participants.

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### When and how to reflect

You now know what you value when reflecting and what you want to focus when you do reflect. The next thing you need to consider is when to reflect and how you are going to complete the reflection. No two coaches will have the same preferences for when and how they reflect based on their individual values and reason for reflecting.

Below are some questions to ask yourself to help determine when and how you want to reflect. Answer each to help you plan your future reflection.

#### What do you want to achieve when reflecting?

It might be:

* understand what took place during the session and why
* know more about your participants
* figure out what you can do to improve the experience of your participants
* work out how you can get better as a coach
* figure out what is working and keep doing it.

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#### When do you have opportunities to reflect?

After deciding what you want to achieve with reflection, identify the best time for you to reflect. It could be:

* before, during or immediately after an activity
* when you get home after your session
* during your lunch break at work
* a few days after the session.

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#### How much time can you dedicate to reflecting?

You also need to consider how much time you can dedicate to reflection. You might have:

* a consistent time (e.g. 15 min) each week after a session
* only a few minutes during the week before and after a session
* scheduled breaks in a session (e.g. drink breaks) when you can reflect on what’s happening
* random times during the week when you have some downtime.

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#### What methods will you use to reflect?

You might:

* write notes in a logbook after each session
* record yourself giving a summary of your coaching with your phone and review it later
* discuss a session and how you coach with a friend or someone you trust
* use a combination of different reflection methods.

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## What others think

### Your participants

Asking your participants questions about what they did, how they performed and felt or how they responded to your coaching can help improve their future experiences. Finding out what your participants experienced will help guide your reflections to make sure that you have their needs, motivations and goals in mind.

**Refer back to your earlier responses about what you value when reflecting and what you want to focus on when it comes to your participant’s experience to guide you in creating some questions you might ask your participants to direct your reflection.** For examples on questions you might ask, refer back to the masterclass content.

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### Other stakeholders

In addition to your participants, there may be other stakeholders such as assistant coaches, parents/guardians or a coach mentor, who could provide input and help guide your reflections. Listen to feedback from other stakeholders to gather more detail about what happened during a session and what impact this had on your participant’s experience.

As with the previous activity time, refer back to your responses about what you value when reflecting but this time what you want to focus on when it comes to your own coaching development. **Identify what stakeholders might be available to guide your reflective process and what questions or information you might seek from them.**

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## What you think

Up to this point you have:

* identified what you value about reflection
* determined what you want to focus on when reflecting
* determined when and how you will reflect
* identified what information you might seek to guide you when reflecting.

Knowing this information helps guide what you reflect on from simply being about ‘what went well’ and ‘what could have gone better’, to a more focused approach where you can use what you reflect on, to create more positive environments for your participants and identify how to improve your own coaching.

You now have a chance to practice some written reflection. The questions below follow the example provided within the Masterclass content, use this to guide you on what each section should include. Before reflecting, think back to the most recent session you coached (or a situation you played a leadership role and use this as the basis for your reflection below.

### What happened?

Give a brief description of what took place during the session.

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### What do you already know?

Consider what happened and how this relates to your skills and understanding.

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### What does it mean?

Try to explain what happened.

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### What will you do next time?

Conclude what happened, recommend possible changes and improvements and suggest how this can be applied in future to improve on what happened.

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A template with these questions is available in the resources section of the masterclass. Download it anytime to use in future, as you continue to reflect on your coaching.

## Moving forward

### What have you learned?

Before you complete the How you improve masterclass, take some time to reflect on what you have learned. In addition to reflecting on what you learned about the reflective process, you may also want to consider:

* have you changed what you value about reflection?
* what do you want to achieve from reflection in the future?
* how are you going to adapt how and when you reflect as your coaching experience develops?

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### What to do with your reflection

Even with the best plans and knowledge about reflection, the most important part of the process is the application of what you have reflection upon. This step in the reflective process is to act on your reflection and try to implement changes to your coaching.

Use the reflection you completed in the previous activity to identify three things that you are going to implement or change into your next session that you think will improve your participants experience and/or your own coaching performance (or your leadership role scenario) using the text box below.

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Your final step comes after your next session. Use the reflection template provided (refer back to the example in the Masterclass if needed) to reflect on the three things you decided implement or change. In the process of reflecting think about:

* how successful you were at implementing or changing these things
* the impact this had on your participants
* the impact this had on your own coaching
* whether you need to implement anything else or make more changes to your session or coaching.

By following this process of identifying what you want to focus on, reflecting on what took place, recognising what you can do to make your next session more effective and reflecting on this again, you will continue to develop your coaching and ensure your participants have a positive sporting experience that keeps them motivated to stay involved in sport.

# Additional resources

Australian Sports Commission Community Coach Development content – <https://www.ausport.gov.au/coaching/community/support-for-sports/coach-development>

Reflection template – <https://www.sportaus.gov.au/__data/assets/word_doc/0011/1098758/Coaching-Reflection-template.docx>

Reflection instructions – <https://www.sportaus.gov.au/__data/assets/word_doc/0010/1098757/Coaching-Reflection-instructions.docx>