Growth Planning Review Process Quick Guide for Facilitators

Prior to the meeting

- Ask the athlete if they want to invite a support person to the meeting.
- Invite a second coach or other person to support you, especially if you are a male coach with a female athlete.
- Ask the athlete to bring their performance plan or print out a copy.
- Set out the cards as they were (based on the photo) at the end of the last planning meeting (this could be the full card sort or the prioritisation sort).
- Book a quiet enclosed room.

Summarise the growth opportunities that were identified at the last meeting

Say:
- Can you please summarise the competencies, both super strengths and areas to work-on that you identified in our last meeting.
- Can you please summarise the actions identified in your growth plan.
- On a scale of 1 to 10 how well do you feel you went with implementing your action plan? Why?

Check progress

Ask:
- Which competencies do you feel you have made the most progress on?
- Which competencies do you feel you have made the least progress on?
- How are you going with xyz (other competencies not mentioned)?

Check which competencies to retain, drop off or add

Ask:
- Which competencies do you feel you need to keep working on?
- Which competencies do you feel can drop out of your action plan?
- Looking at your priority sort from last time, are there any competencies you want to add?

Amend the growth plan or build a new one

In discussion with the athlete:
- Set outcomes
- Set actions
- Set measures

See growth planning process quick guide for facilitators.

Summarise and ask for commitment

- Take a photo of the action plan and send it to the athlete. Remind them where the photos will be stored and who will have access.
- Ask the athlete to summarise their action plan.

Ask:
- How motivated do you feel about this action plan?
- How are your day-to-day processes for implementing this action plan working for you?
  Offer weekly action planning template if appropriate.
- What support do you need to implement this action plan?
- Is there any support you need from me?

Free printable copies of these worksheets can be downloaded
from the Raise My Game website – **www.raisemygame.co.nz**

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