

SAMPLE



What's Next?

TRANSITION

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## About the card sort

- The cards describe competencies, behaviours and qualities for important for managing change.
- The sort can be completed in a conversation with a mentor.
- The cards should be used to create the structure for a conversation about how well equipped the athlete is for transition.
- The development areas identified should inform the transition plan.

### Categories of competencies for coaches include:

- wellbeing, energy and drive
- interpersonal skills
- taking action; and
- learning.

*Turn over to see the full list of competencies.*

Wellbeing, Energy and Drive	Interpersonal Skills	Taking Action	Learning
Change Optimism	Communication	Planning	Self-Knowledge
Physical Health	Networks	Action-Orientation	Learning/Self-Development
My Goals	Negotiation	Employment Readiness	Adaptability
Mental Health	Relationships	Managing my Time	Resilience
Self-Belief	Listening	Managing Pressure	Patience
Emotional Awareness	Motivating Others	Financial Management	Perseverance
	Compassion	Innovation	

2

## How to use the cards

### ATHLETE

1

#### **SORT FOR STRENGTHS**

Sort the cards into roughly three even piles with the following black cards forming the top of each set:

- high/strength
- middle/average
- low/work-on; or
- not applicable.

2

#### **EXPLAIN/RECORD**

Explain reasons for placement.  
Take a photo for future reference.

3

#### **SUMMARISE**

Once completed, pick up the cards sorted as areas to work on. You may also wish to select some strengths to include in your development plan that could become critical for managing the change. Flip over the header cards and sort again for priorities for the upcoming change. Ask the athlete to summarise their key take outs.

*Please Turn Over*

2

## How to use the cards

### MENTOR

1

#### INTRODUCTION

Explain the purpose of the process.

Explain the process and give assurances around confidentiality.

Check for comfort and questions.

2

#### GUIDE

Guide the process.

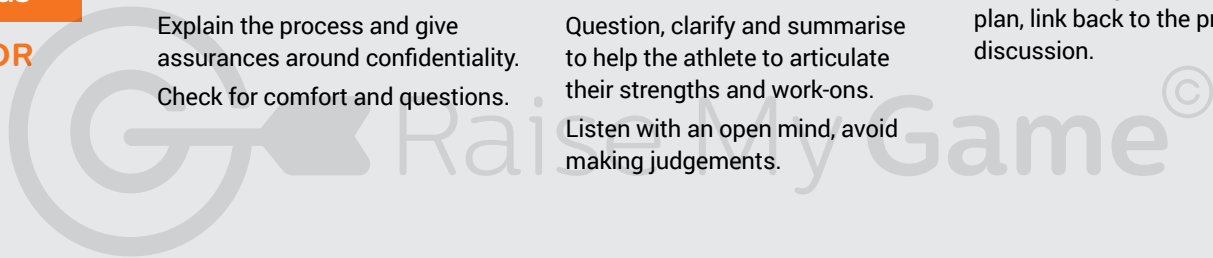
Question, clarify and summarise to help the athlete to articulate their strengths and work-ons.

Listen with an open mind, avoid making judgements.

3

#### LINK

When building the transition plan, link back to the previous discussion.



# STRENGTH



COMPETENCIES ASSESSED AS A STRENGTH AT THE HIGHEST LEVEL  
OF COMPETITION, IN RELATION TO OTHER COMPETENCIES

# HIGH PRIORITY



COMPETENCIES ASSESSED AS A HIGH PRIORITY FOR  
THE NEXT COMPETITION AND TRAINING BLOCK

# MIDDLE/AVERAGE



COMPETENCIES ASSESSED AS MIDDLE AT THE HIGHEST LEVEL  
OF COMPETITION, IN RELATION TO OTHER COMPETENCIES



# MEDIUM PRIORITY



COMPETENCIES ASSESSED AS A MEDIUM PRIORITY FOR  
THE NEXT COMPETITION AND TRAINING BLOCK

# WORK-ON



COMPETENCIES ASSESSED AS AN AREA TO WORK-ON AT THE HIGHEST  
LEVEL OF COMPETITION, IN RELATION TO OTHER COMPETENCIES

# LOW PRIORITY



COMPETENCIES ASSESSED AS A LOW PRIORITY FOR  
THE NEXT COMPETITION AND TRAINING BLOCK

# NOT APPLICABLE



THESE ARE EITHER NOT APPLICABLE OR TO BE SORTED AT A LATER DATE



# WELLBEING, ENERGY AND DRIVE

— SORT CARDS —



## Change Optimism

- The future looks good, I am positive and excited about it.
- I know I can solve problems, and support my family through change.
- I am open to learning new things.
- I cope with set-backs and learn from them.





# Physical Health

- I eat a balanced diet, maintain a healthy weight, and limit my intake of sugar, alcohol and takeaway foods.
- I have a healthy exercise routine and stick to it.
- I have enough energy to get through my day without feeling tired.
- I am generally well, I don't have ongoing health issues.
- I get enough hours of uninterrupted sleep every night.



# INTERPERSONAL SKILLS

SORT CARDS





# Communication

- I will start conversations that need to be started.
- I am a good listener.
- I encourage my family to express their thoughts and feelings around the upcoming change.
- I admit when I am struggling, unsure or need help.
- I deal with conflicts well.

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# Networks

- I feel comfortable talking to a group of people that I don't know.
- I find it easy to build new relationships.
- I use my current networks to support me and my family.
- I make a good first impression when I meet new people.
- I show gratitude when I receive help.
- I give back.



# LEARNING

SORT CARDS



# Self-Knowledge

- I know my strengths and weaknesses.
- I know who I want to be and where I am from (belonging, culture, faith, spirituality).
- I actively seek feedback and take criticisms on board positively.
- I own my mistakes.
- I am humble. I always give credit to others where it is due.
- I stay true to myself through change, tough times or under pressure.



## Learning/Self-Development

- I am open to growth opportunities.
- I reflect and seek feedback from others.
- I learn from my mistakes.





# TAKING ACTION<sup>®</sup>

— SORT CARDS —



## Planning

- I will plan and schedule tasks.
- I am comfortable delegating.
- I will monitor progress.





## Action-Orientation

- I have a strong work-ethic.
- I will identify options.
- I stick to timeframes.
- I prioritise.

