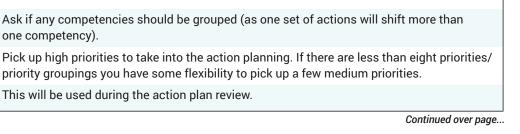
## Raise My Game - Process Checklist

Prior to the meeting		
Athlete invite support person	Ideally, someone who supports them day-to-day.	
Ask athlete to fill in step one	Step one includes foundations of success, long term success, big goals this year, circle of support and typical training week. Athlete should bring a copy (paper or electronic) to the meeting.	
Book a room	Book a quiet room with a large table.	
Meeting introduction		
Confidentiality	Create a safe space. You can make the whole conversation confidential, or ask the athlete to flag anything they want kept confidential.	
Purpose of the process	"We will start with a conversation that goes deep and wide and narrow down to important competencies for development".	
Overview of the process	Outline the 3 steps.	
Health and wellbeing	Offer support (with permission) if mental health or wellbeing issues arise.	
Step 1: Foundations and goals		
Go through what the athlete has filled in (step one)	Note this is a working document, it's ok to come back to some things, as it can be built over a series of meetings.	
Circle of support	Look for gaps, communication, and who is most trusted (inner circle).	
Training Week	Although the athletes' training week may change week-to-week, this will give you a snapshot. Your role is to link in expertise if there are any perceived issues (avoid the temptation to suggest changes during the meeting).	
Set a review date	Usually 4-6 months, look for milestones in the athletes' competition schedule.	
Step 2: Competency card sorting		
1. Full card sort – competency for highest level of competition.		
Set up heading cards and explain	Place black heading cards across the top of the table (strength, middle, work-on). Explain the competency cards (i.e., the colours represent categories, use front of cards only at this stage). The athlete can read the header only, or bullet points for more detail.	
Ask athlete to explain placement	The athlete must explain placement (at least strengths and work-ons, if running short of time).	
Card sort is complete	Athlete to give an overview, summarising key take outs. Take a photo.	
Select cards for next card sort	Pick up work-ons, and select some strengths (critical, super strengths or bread-and-butter) to go into the prioritisation sort.	

Header cards should say high priority, medium priority, and low priority. Do this as quickly as possible (no explanations of placement needed).



Flip over black header cards

Are there any competency

Decide on competencies

to take into action plan

Athlete to prioritise competencies

groupings?

Take a photo

2. Prioritisation card sort – in context of timeframe for the action plan.

one competency).

Step 3: Action planning	
Choose first competency/ competency grouping	Write at the top into the action plan box.
Oldentify outcome	Outcome is a description of what good would look like (ideally during competition).
Oldentify actions	Athlete ideas first, then can use ideas on back of cards, your ideas, input from circle of support specialists or others.
Oldentify measures	Ask the question: "how will we know we have made progress?" Make sure the measures are as specific as possible.
Repeat for each competency/ competency grouping	
Save a copy	Take a photo (paper copy) or share the document (electronic copy), and agree on storage location.
Discuss next steps	
Support for implementation	Discuss who will support implementation of the plan. Discuss the athletes' processes for planning their training week/journalling and self-review.
Sharing the plan	Discuss how the athlete would like to share their plan, and with who. Agree storage of the growth plan and photos taken, to ensure privacy of information.
Review	Confirm next catch-up.