**Monitoring and Evaluation Tool:**

**Training Observation & Interview & Feedback (S4D Focus)**

**Instructor 🡪 Coach**

**Please note:**

* This M&E tool has the following aims: first, the tool assists in assessing a coach’s delivery of training and inclusion of S4D components; second, it supports a self-reflection process of the coach and third, it helps providing feedback and recommendations to improve coaching skills and the delivery of training incl. S4D components.
* The observation survey is to be completed by the instructor (STEP 1). It is considered to be a tool to assist the instructor in summarizing contents for feedbacking the coach (STEP 2). Before giving feedback, the interview is conducted by the instructor and should be completed following the observation of the session as a self-reflection of the training session by the coach (STEP 3). After the instructor has given his/her feedback, coach and instructor can agree on several aspects to improve/work on in the next training sessions/until the next follow-up visit (STEP 4).
* This tool implies the GRIP Process: 1. Goal (Pull: Instructor asks coach about goals and objectives), 2. Review (Pull: Instructor asks coach about positive and negative aspects of implementation), 3. Input (Push: Instructor gives feedback to coach), 4. Plan (Pull: Coach and instructor plan future activities)

**SECTION A: General Information**

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| 1. **Today’s observation information:** | |
| 1. **Observer name:** |  |
| 1. **Coach name:** |  |
| 1. **Coach’s gender:** | 🞎 Female 🞎 Male |
| 1. **Coach’s profession (multiple answers possible)** | 🞎 Teacher  🞎 Counsellor, social worker  🞎 Trainer  🞎 Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. **Coach’s organization/Institution**: | 🞎 School 🞎 Youth Center  🞎 NGO 🞎 Club  🞎 Other: ­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. **Location of observation:** |  |
| 1. **Date of observation:** |  |

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| 1. **(Previous) Workshop Participation of the Coach:** | |
| 1. **Location of coach workshop (S4D focus)** |  |
| 1. **Date of participation in workshop (S4D focus)** |  |
| **NOTES:** |  |

|  |  |
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| 1. **Observed Training Session and Participants:** | |
| 1. **Timeframe/duration of the session:** |  |
| 1. **Objective (sport + S4D)** |  |
| 1. **Total Number of participants + (male/female)** |  |
| 1. **Age range of participants (oldest-youngest)** |  |
| 1. **How often does the training take place per week?** | 🞎 Once a week 🞎 Four times a week  🞎 Twice a week 🞎 Five times a week  🞎 Three times a week 🞎 Six times a week  🞎 Every Day |

**SECTION B: Training Observation (STEP 1)**

**Organization of the training:** Please rate the following organizational aspects (3= Optimal/Perfect; 2= Okay; 1= Needs Improvement).

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| **How was the coach’s…** | | **Optimal/Perfect (3)** | **Okay (2)** | **Needs Improvement (1)** | **COMMENTS** |
|  | …**planning** of the training? (e.g. via training plan) |  |  |  |  |
|  | …**inclusion** of S4D components? |  |  |  |  |
|  | …use of the **available space** on the sports ground? |  |  |  |  |
|  | …use of **equipment and devices** during the training? |  |  |  |  |
|  | …general **time management** of the training session? |  |  |  |  |
|  | … **monitoring** of the training session (e.g. attendance list, training plan etc.) |  |  |  |  |
|  | ...**reviewing/evaluation** of the training session afterwards? |  |  |  |  |

**Training content :** Please rate the following training aspects (3= Optimal/Perfect; 2= Okay; 1= Needs Improvement).

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| --- | --- | --- | --- | --- | --- |
| **How was the …** | | **Optimal/Perfect (3)** | **Okay (2)** | **Needs Improvement (1)** | **COMMENTS** |
|  | **...introduction** (welcome)? |  |  |  |  |
|  | **...warm up?** |  |  |  |  |
|  | **...main part?** |  |  |  |  |
|  | **...cool down?** |  |  |  |  |
|  | **...reflection** (competence-transferring)? |  |  |  |  |
|  | ...inclusion of **S4D components**? |  |  |  |  |

**Coach:** Please rate the following aspects associated with the coach (3= Optimal/Perfect; 2= Okay; 1= Needs Improvement).

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| --- | --- | --- | --- | --- | --- |
| **How was the coach’s …** | | **Optimal/Perfect (3)** | **Okay (2)** | **Needs Improvement (1)** | **COMMENTS** |
|  | ...general **role model behavior** (being punctual, motivated etc.)? |  |  |  |  |
|  | …**role model** behavior in terms of **social** aspects (be polite, tolerant etc.)? |  |  |  |  |
|  | …**explanation** of each activity? |  |  |  |  |
|  | …**demonstration** of each activity? |  |  |  |  |
|  | …use of appropriate **(body) language?** |  |  |  |  |
|  | …**management of conflict** and the participants’ behaviour? |  |  |  |  |
|  | **...correcting and** **feedbacking** his/her particpants? |  |  |  |  |
|  | …ability to **improvise** (flexibilty)? |  |  |  |  |
|  | ..**.adaptation** of the trainining to participants’ needs? |  |  |  |  |
|  | ... **knowledge** in terms of sporting competences (physical, technical, tactical, mental)? |  |  |  |  |
|  | ... **knowledge** in sport pedagogy/methodology in general (e.g. training design, age appropriate training, methodical sequences etc.)? |  |  |  |  |
|  | ... **knowledge** in terms of S4D in general (e.g. competence-transferring)? |  |  |  |  |

**Participants:** Please rate the following aspects associated with the participants (3= Optimal/Perfect; 2= Okay; 1= Needs Improvement).

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| **How was the coach’s...** | | **Optimal/Perfect (3)** | **Okay (2)** | **Needs Improvement (1)** | **COMMENTS** |
|  | …**delegation** of responsibility to participants? |  |  |  |  |
|  | ... **involvement of the particpants** throughout the training session (e.g. give opportunities to reflect/express their opinion, experiences)? |  |  |  |  |
|  | ...**development of competences of the participants** (personal, social, methodical, professional) throughout the training session? |  |  |  |  |

**Summary of the Observation (STEP 2)**

This part contains a summary of the observed aspects. This summary is the basis for the feedback the instructor gives to the observed coach **AFTER** the interview.

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| **What was good/not so good?** | |
| 1. *Organization* |  |
| 1. *Content* |  |
| 1. *Coach* |  |
| 1. *Participants* |  |
| What is already “optimal/perfect”? |  |
| What should be improved? |  |
| **ASPECTS to improve**/ **to work on:** |  |

**SECTION C: Interview (STEP 3)**

These questions help evaluating a coach’s ability to implement a training sessions incl. S4D components. They should be asked after the observation.

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| **QUESTIONS** | **NOTES (Answers of the coach)** | | |
| What kind of **objectives** did your session have (incl. S4D focus)? And did you achieve them? |  | | |
| What kind of **competences** did you transfer in your session (sport and S4D)? |  | | |
| **Self-evaluation :** | | | |
| How do you judge the following aspects of your session? | **Optimal/Perfect (3)** | **Okay (2)** | **Needs Improvement (1)** |
| 1. *Focus: Organization* |  |  |  |
| 1. *Focus: Content* |  |  |  |
| 1. *Focus: Coach* |  |  |  |
| 1. *Focus: Participants* |  |  |  |
| What **worked well** in this training session? |  | | |
| What **did not work well**? And what would you do differently to address this? |  | | |
| In which aspects of coaching do you **feel confident**? |  | | |
| In which aspects of coaching do you **feel less confident** or even uncertain? |  | | |
| Where do you feel you need further support and/or **additional (educational) training**? |  | | |

**Feedback and Agreement (STEP 4)**

The instructor uses the summary (cf. step 2) to provide feedback to the coach. At the end they can agree on several aspects to improve (to focus on) for the upcoming training session(s).

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| **AGREED ASPECTS to improve**/ **to work on:** |