



Briefing & Debriefing

Reviewing and giving feedback

Creating a Coaching Conversation



Session Planning..... *What are we trying to achieve.....?*

- Provide feedback as soon as possible
- Create dialogue with questioning

Plan
(Brief)
What to do

- What are the students going to do.....
- How will they achieve it
- Duration of task?
- Sailing area, signals etc.....
- Check understanding of task

REVIEW
(De-brief)

What happened, what went well, what could be improved and how

Do
(Task)
Run the session/skill

- Task must be a suitable level and achievable
- Would a demo be helpful?
- Observe students
- Compose questions to draw out learning?



The starting point: *A good brief*

.....Set and agree the task

- Clear and concise
- Does our task fit the session aims?
- Include all elements:
 - Aims
 - Resources: equipment / people / level
 - Area / Timings / etc
 - Safety elements

.....have we confirmed and agreed the understanding and aims of task?



Be specific in what you want them to do.....

- S - Specific and Simple
- M - Measurable (Against RYA Syllabi)
- A - Achievable and Agreed
- R - Realistic and Relevant
- T - Timed





The Session..... ***E.D.I.C.T.S!***

- ***E******xplanation:*** Short explanation
- ***D******emonstration:*** Demo with minimal words
- ***I******mitation:*** Let the students have a go, positive coaching
- ***C******orrection:*** Use your creative conversation skills
- ***T******raining:*** Further time for them to develop
- ***S******ummary***



Giving feedback: *Top Tips*

- Observe closely ○ ○ ○
- Be honest
- No more than 3 points
- Base feedback on performance/facts
- Try and create a conversation ratio 70:30.....(candidate:coach)

.....as a coach or trainer, let the session run....but 'safely'



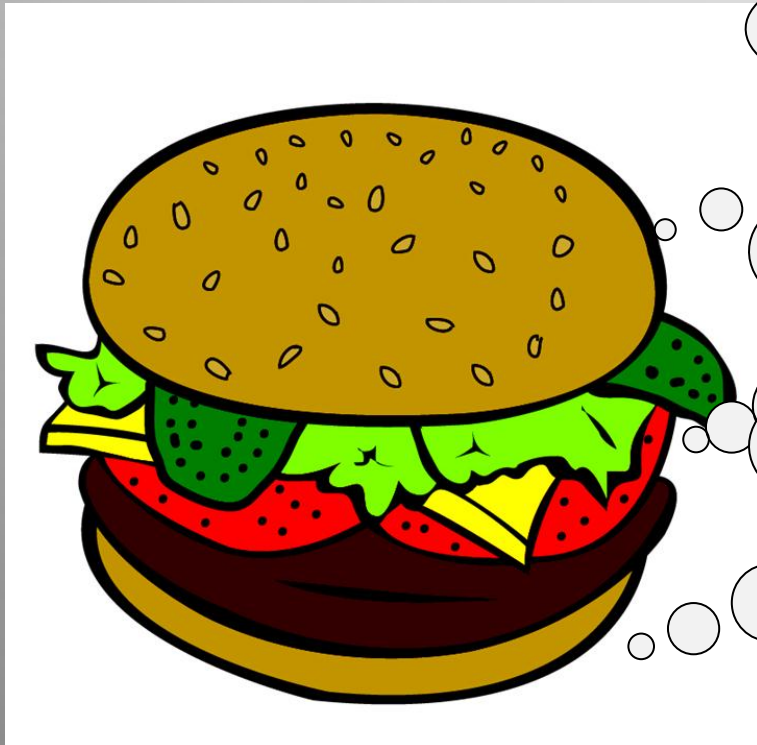
Creating conversation

Forming questions.....

- Open Questions:
 - Questions which provoke longer answers, and generally probe for knowledge, opinion or feelings
 - Frequently opened with *'what', 'where', 'when'*
- Closed Question:
 - A question which when posed, usually receives a Yes, No, or very short response



Feedback Models - *Start with the basics!*



Firstly the top (Bun!), give praise for aspects that went well, be specific

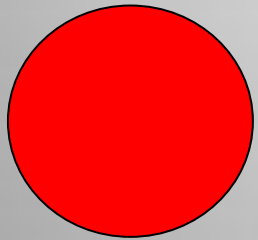
The filling....what didn't go quite so well? Make sure you help them improve

The bottom....finish with some more praise, reaffirm the good bits, gain a summary from them if possible!



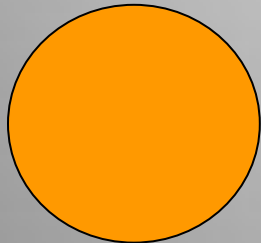
Slowly build your confidence -

Traffic lights



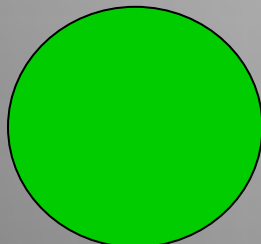
ASK

Then listen.....



DISCUSS

*Discuss their performance
use the response to the
question*



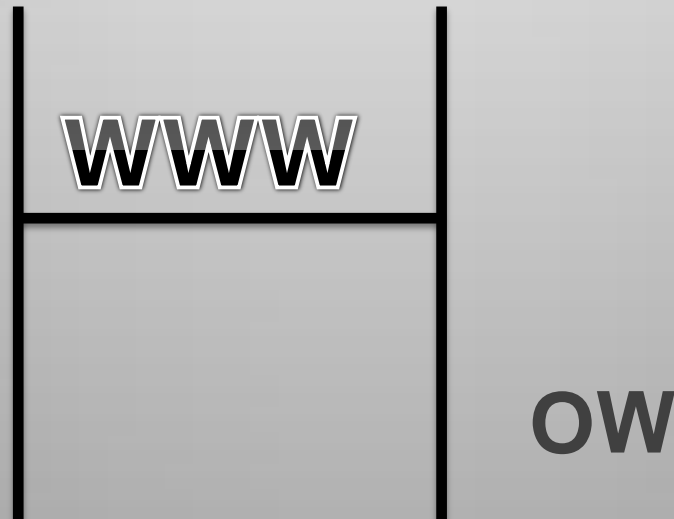
SOLVE

*Agree action plan and
solutions to success.*



Creating conversation.....*through* *‘Open Questions’*

Bums....



.....What – Where - When - How



Creating Conversation.....*other models to use.*

- **Big TED**
- T - Tell Me.....
- E - Explain.....
- D - Describe.....
- **Specific vs General**
 - *Where or what do you want to focus on?*



In conclusion...

- Observe Closely & record - Be clear about the task and take notes if needed (don't be worried about using a notepad)
- Get feedback from the students
- Preferably no more than 3 major points
 - SAFE
 - LEARNING
 - FUN
 - Development
- Weaknesses, be honest but avoiding any 'edge'
- Be positive, develop rapport
 - emphasise the good points
- Advise on how to improve
- Ensure agreement



Coaching Conversation

Teaching or coaching a specific skill can vary depending upon the complexity of the skill and the context in which it is being taught as well as many other factors. RYA Training is designed to enable instructors, trainers and coaches to break down skills and information effectively and to ensure their trainees are best able to absorb the required information and succeed in the task being taught.

The following “making a cup of tea” video clips are intended to demonstrate basic techniques of briefing, the task itself and effective reviewing techniques. This very simplistic example can be translated into far more complex scenarios once the instructor has grasped the basic concept of “the coaching conversation”.

- [Brief](#)
- [Task](#)
- [Review](#)