



## Apprentice Coach Learning Plan

APPRENTICE COACH	MENTOR COACH
Name:	Name:
Email:	Email:

### **PART A) Before You Begin - Tips for Goal Setting:**

Setting goals for your coaching development helps to provide a sense of direction, motivation, clear focus on what you want to achieve as a coach. By setting goals for yourself, you are providing yourself with a target to aim for. SMART goals can be used to help guide your goal setting. SMART is an acronym that stands for **S**pecific, **M**easurable, **A**chievable, **R**ealistic, and **T**imely. Therefore, a SMART goal incorporates all of these criteria to help focus your efforts and increase the chances of achieving each individual goal.

SMART Goal Setting	
<b>S</b>	Specific (simple, sensible, significant)
<b>M</b>	Measurable (meaningful, motivating)
<b>A</b>	Achievable (agreed, attainable)
<b>R</b>	Relevant (reasonable, realistic, results-based)
<b>T</b>	Time bound (time-limited, time-sensitive)

Types of Goals	
Learning Goals	<ul style="list-style-type: none"> <li>• development of knowledge or skills in an area of expertise</li> <li>• emphasize the process of learning</li> </ul>
Performance Goals	<ul style="list-style-type: none"> <li>• enhancement of specific performance targets (e.g., learning a new technique)</li> <li>• emphasis on application and performance-based outcomes</li> </ul>
Process Goals	<ul style="list-style-type: none"> <li>• emphasis on behaviours, actions, and strategies used to achieve performance goals (e.g., steps to complete the new technique)</li> </ul>
Outcomes Goals	<ul style="list-style-type: none"> <li>• emphasis on results in relation to oneself or others, such as winning a race or achieving a personal best</li> </ul>

**PART B) Goal Setting**

Learning Objective	Projected Outcome	Action Steps	Resources Needed	Target Date for Completion	Progress/Status
Goal 1:					
Goal 2:					
Goal 3:					

## **Goal Setting Guide**

### **1. Learning Objective**

- What goal am I setting for myself (What do I want to add to my coaching toolbox?)
- What knowledge do I want to gain?
- What skills do I want to build or improve?
- What attitudes do I want to develop?
- Are my objectives specific, measureable, attainable, realistic and timely?

### **2. Projected Outcome**

- How will I know when I've accomplished it?
- What does my achievement target look like?
- What is my basis for determining if I have had a successful completion?

### **3. Action Steps**

- How will I actually gain/build/develop these?
- What actions do I need to take to complete this?
- Who is responsible for completing a particular step?
- What strategies can I use to achieve this growth?

### **4. Resources Needed**

- What help do I need with this and where do I get it?
- What activities/resources/people will I use to meet this step?
- Are any finances or equipment needed? Where can I get them from?

### **5. Target Date for Completion**

- When will this be completed by?

### **6. Progress/Status**

- Describe where I am in relation to meeting my stated action/objective

Signature of Apprentice Coach: \_\_\_\_\_

Signature of Mentor Coach: \_\_\_\_\_

Next Meeting: \_\_\_\_\_