

Performance Day Planning Sheet

5 STEP PROCESS: 1. ANALYZE 2. DESIGN 3. DEVELOP 4. IMPLEMENT 5. EVALUATE

ORGANIZER:

CLUB/SCHOOL:

DATE/YEAR:

Congratulations on deciding to plan and execute a Performance Day for your athletes, club or school. Please use this planning sheet as a tool to map out your Performance Day.

STEP 1 ANALYZE

Determine the:

- **Gaps** in skills and/or knowledge, **identify needs**
- **SMART goal**
- **Target audience:** e.g. a specific level of athletes
- **Required resources:** facility, technology, people involved & methods of delivery

GAPS:

NEEDS:

SMART GOAL:

AUDIENCE:

RESOURCES:

Specific

(simple, sensible, significant)

Measurable

(meaningful, motivating)

Achievable

(agreed, attainable)

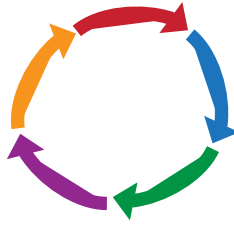
Relevant

(reasonable, realistic & resourced, results-based)

Time-based

(time-bound, time/cost limited, timely, time-sensitive)





STEP 2 DESIGN

Determine the:

- Objectives and assessments (if applicable) for the planned Performance Day
- Strategies and tactics to prepare for the Performance Day
- Logical sequence of activities

OBJECTIVES:

ASSESSMENTS:

STRATEGIES:

TACTICS:

ACTIVITIES:

STEP 3 DEVELOP

Determine and create the:

- Learning resources and materials required for athletes
- Prototype to present to the club/school executive
- Pilot test of the Performance Day

RESOURCES:

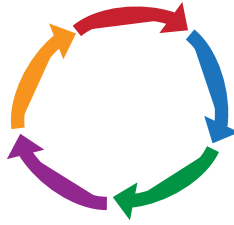
MATERIALS:

PROTOTYPE:

PILOT TEST:

OTHER:





STEP 4 IMPLEMENT

- **Communicate** and **engage** with athletes to prepare them for the Performance Day
- **Train the instructors** involved
- **Prepare the facility** (arena, ice surface, gym or other)

COMMUNICATION:

ENGAGEMENT:

TRAINING:

PREPARATION:

OTHER:

STEP 5 EVALUATE

Provide Feedback:

- **Formative** - ongoing feedback delivered to athlete participants leading up to the Performance Day
- **Summative** - feedback provided on or after the Performance Day, based on three levels: **perception, learning and performance**

FORMATIVE:

SUMMATIVE:

PERCEPTION:

LEARNING:

PERFORMANCE:

