

## COACH/PARENT PLANNING - EFFECTIVE MEETING STRUCTURE

This document presents a structure for conducting coach/parent meetings. Based on strategic meeting models, this structure can be adapted to suit skaters at a variety of levels and stages.

<b>1</b>	<b>CELEBRATE SUCCESSSES and LEARN FROM SET BACKS</b>	<p>Review <b>successes</b> from the previous season</p> <ul style="list-style-type: none"> <li>• discuss previous goals and how they were measured</li> <li>• focus on the individual goals and achievements of the skater</li> <li>• avoid comparing skaters</li> </ul> <p>Review <b>set backs</b> from the previous season</p> <ul style="list-style-type: none"> <li>• discuss the cause of missed goals</li> <li>• explain how to take advantage of new opportunities</li> </ul>
<b>2</b>	<b>LOOK AHEAD TO NEXT SEASON</b>	<p>Establish the skater's</p> <ul style="list-style-type: none"> <li>• level of committment <ul style="list-style-type: none"> <li>◊ part-time or full-time</li> </ul> </li> <li>• skating level/category <ul style="list-style-type: none"> <li>◊ STAR program, national tracking, etc.</li> </ul> </li> </ul> <p>Develop overarching goals for the upcoming season (short and long-term)</p>
<b>3</b>	<b>STRATEGIES FOR SUCCESS</b>	<p>Consider</p> <ul style="list-style-type: none"> <li>• identifying periods of transition throughout the season</li> <li>• building <a href="#">Performance and Development Opportunities</a> into the plan</li> <li>• communicating during the year - establish "check-ins" throughout the season in order to stay on track</li> </ul> <p>Analyze the common factors that create successes or cause set backs</p> <ul style="list-style-type: none"> <li>• implement the concept of the school year <ul style="list-style-type: none"> <li>◊ <b>pop quiz</b> (a Performance and Development Opportunity)</li> <li>◊ <b>prepared test</b> (a STAR assessment)</li> <li>◊ <b>mid-term</b> (competing at a Super Series event)</li> <li>◊ <b>final exam</b> (competing at the Provincial Championships)</li> </ul> </li> </ul>
<b>4</b>	<b>VALUES</b>	<p>Establish common values for coach/skater/parent like</p> <ul style="list-style-type: none"> <li>• positive attitude</li> <li>• work ethic</li> <li>• respect for others</li> </ul>
<b>5</b>	<b>S.M.A.R.T. GOALS</b>	<p>Develop S.M.A.R.T. goals that are individually suited to the skater using these tools</p> <ul style="list-style-type: none"> <li>• <a href="#">S.M.A.R.T. Goals Worksheet</a></li> <li>• <a href="#">S.M.A.R.T. Goals Detail Sheet</a></li> </ul> <p>Refer to the S.M.A.R.T. Goals Overview document</p>

- This structure was adapted from Planning Resource Centre - [The 7 Critical Steps to Formulating Your Annual Strategic Business Plan](#)

