

AQUAP – Profile of the coach of trainees

| Main tasks and outcomes | Activities |
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| <p>1. Intake and introduction of trainee</p> <p>Outcome: Trainee can start training</p> | <ol style="list-style-type: none"> 1. applies selection techniques based on the professional training policy of the company 2. develops an introduction plan 3. presents the company and the coach in a professional way 4. applies communication techniques which focus at the introduction of the trainee. |
| <p>2. Coaching trainee</p> <p>Outcome: Trainee is able to develop in a safe training environment</p> | <ol style="list-style-type: none"> 1. balances the supervising with the desires and needs of the trainee 2. motivates, stimulates and applies coaching techniques 3. invites trainee to reflect 4. schedules individual training situations and applies methodological and didactical knowledge 5. registers progress and evaluates the process of coaching |
| <p>3. Assessing trainee</p> <p>Outcome: The trainee has been evaluated according to the procedure agreed</p> | <ol style="list-style-type: none"> 1. Applies evaluation procedures and tools 2. Gathers information conform the procedure 3. Executes interviews 4. Takes care for administrative tasks and handles the information confidentially 5. Executes advise interviews and 'bad-news' interviews |
| <p>4. Creating learning conditions</p> <p>Outcome: Optimal learning conditions</p> | <ol style="list-style-type: none"> 1. Analyses the starting situation 2. Determines the training aim together with the trainee 3. Offers challenging training situations to the trainee 4. Explains difficult and complex situations |
| <p>5. Quality management</p> <p>Outcome: All relevant procedures are described and applied</p> | <ol style="list-style-type: none"> 1. Plan the procedures for the trainee 2. Do the procedures 3. Check the followed procedures 4. Adapt the procedures ("Deming Circle") |
| <p>6. Coaching the activity instructors (if applicable)</p> <p>Outcome: The activity instructors coach the trainee according to the procedure</p> | <ol style="list-style-type: none"> 1. Organises meetings with activity instructors 2. Presents didactical skills / tools to activity instructors and provides individual or group training 3. Motivates, stimulates and invites activity instructor to reflect 4. Applies communication techniques aiming at coaching |