Table 1 RDA HOW 2 Coach Cards

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| **How 2 Explain**1. Plan what to say
2. Gain attention before starting
3. Keep it simple
4. Invite questions to check for understanding
 | **How 2 Provide a Demonstration**1. Position so all can see and hear
2. Provide the correct demonstration and focus on 1-2 key points
3. Provide the demonstration more than once
4. Check for understanding before practicing
 | **How 2 Build Rapport**1. Learn and use rider’s and volunteers names
2. Smile and make eye contact with each participant (if appropriate)
3. Focus on each rider as an individual
4. Show interest in and respect for everyone involved
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| **How 2 Observe**1. Break down activity and focus on one part or coaching point
2. Observe from different angles
3. Observe more than once
4. Check if the outcome is effective/successful
 | **How 2 Analyse**1. Compare your observation with your picture of good practice
2. Identify the matches
3. Identify the mis-matches
4. Decise whether to reinforce, modify or note but take no action
 | **How 2 Generate and provide Feedback**1. Ask what did you notice about …?
2. Limit key information to 1-2 key points
3. Give specific, simple information in a positive way
4. Check for understanding – what will you do now?
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| **How 2 reflect on Own Coaching Practice**1. Start with personal coaching goal/s for the session
2. How well did I deliver the session for riders and volunteers?
3. What, if any areas might I change?
4. What do I need to do to be even more effective next time?
 | **How 2 review session content and enjoyment**1. Was the content appropriate and did it meet the session aims?
2. Did participants enjoy the session and evidence a benefit in attending?
3. What additional feedback was there from riders/volunteers/carers
4. Action plan from the reviews and feedback for next session
 | **How 2 Listen**1. Pay attention to the speaker/communicator
2. Avoid interrutions
3. Acknowledge with nods and smiles
4. Reflect back in a positive and truthful manner
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| **How 2 Goal Set with Participants**1. Find out from the rider / carers what they want to achieve
2. Help set goals by using questions and offering options
3. Ensure goals are challenging and achievable
4. Involve rider and others to review achievements against the goal
 | **How 2 Work with Volunteers through the session**1. Encourage volunteers to take responsibility for rider/horse/risk
2. Keep two way communication through the session
3. Use volunteers to reinforce session objectives
4. Invite feedback on the session and the rider/horse
 | **How 2 Welcome and Brief Volunteers**1. Friendly welcome (use names, calm tone, smile, positive)
2. Identify roles and expectations
3. Brief for; session plan, riders and their needs and any H&S
4. Encourage interaction and check understanding
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| **How 2 Be Participant Centred**1. Identify motivations and specific needs of the rider
2. Engage with the rider throughout the session
3. Keep to the riders agenda and needs
4. Review with the rider /carer
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