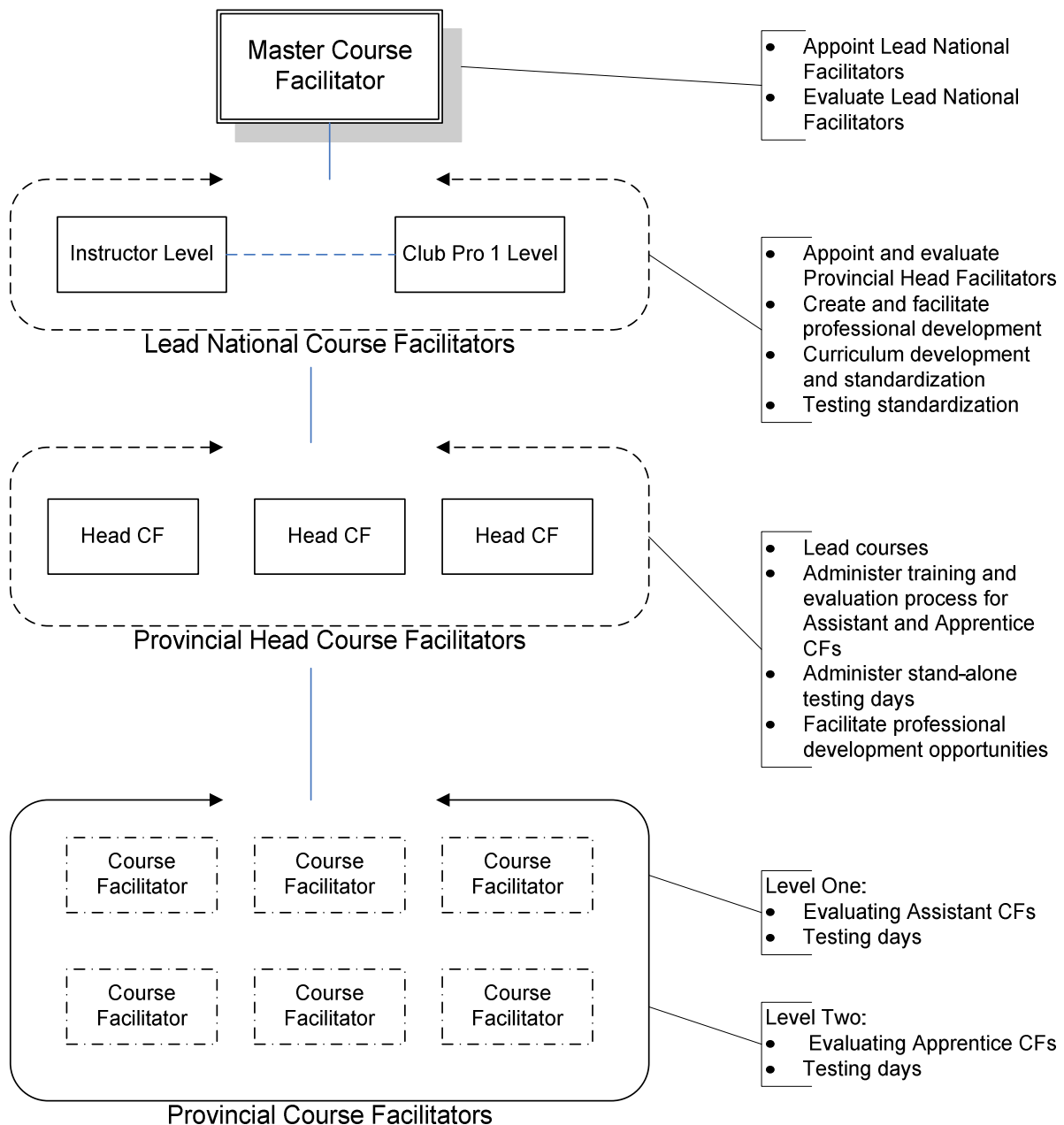
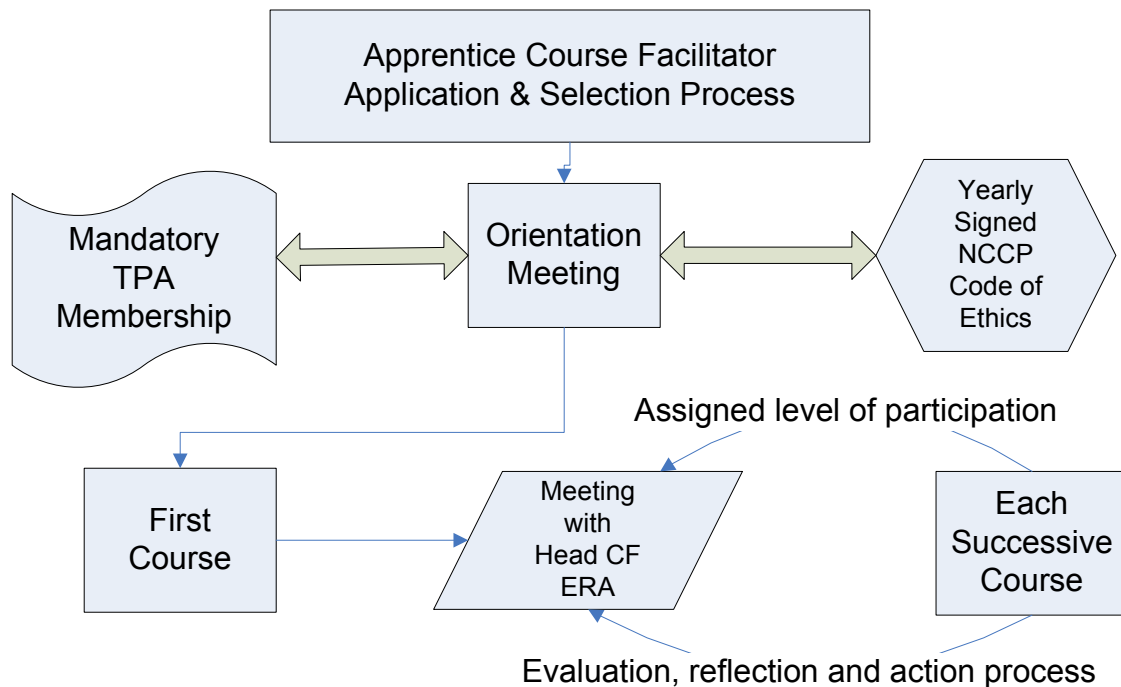


Tennis Canada Course Facilitator Professional Development Process

Instructor and Club Pro 1

Course Facilitation Organizational Hierarchy





1st Level Participation Role

1. Observe Process and content
2. Provide individual feedback to participants during the course
3. Lead and/or manage mini activities as directed
4. Review and correct Workbook #1

Overall Pedagogy: 3 or better in all areas

2nd Level Participation Role

1. Maintain role from 1st level
2. Guided delivery of elements of a module (e.g., icebreakers, visual models of ball controls, warm-up(s))
3. *Guided feedback* to entire group
4. Answer basic questions from individual participants based on delivered content.

Overall Pedagogy: 4 or better in all areas

**Assistant
Course
Facilitator**

Refer to Assistant CF
Criteria and Standards

Guided delivery refers to "on the side" facilitation by the Head CF as the Apprentice CF presents, forms, manages and provides feedback during a module or part thereof



APPRENTICE COURSE FACILITATOR EVALUATION PROCESS

Upon completion of the second Saturday of the Instructor course, both the **Apprentice Course Facilitator** and the Head Course Facilitator complete (independently of one another) the Learning Facilitator Evaluation Overall Pedagogy worksheet. In addition, the Apprentice CF completes the following two questions in preparation for the debriefing meeting with the Head CF.

How could I have better prepared for the course?

What key areas do I need to pay attention to before I am able to begin delivering course content?

REFLECTION Process: The debriefing meeting will take place on Sunday immediately following the end of the course. At this time, prepared worksheets will be exchanged and discussed. The Head CF will complete the following.

Learning Facilitator Areas for Improvement:

ACTION:

Head Course Facilitator Recommendation: Check one of the following

() Discontinue as Apprentice CF () Continue as Apprentice CF () Transition to Assistant CF

For the next course, prepare the following:

Head Course Facilitator:

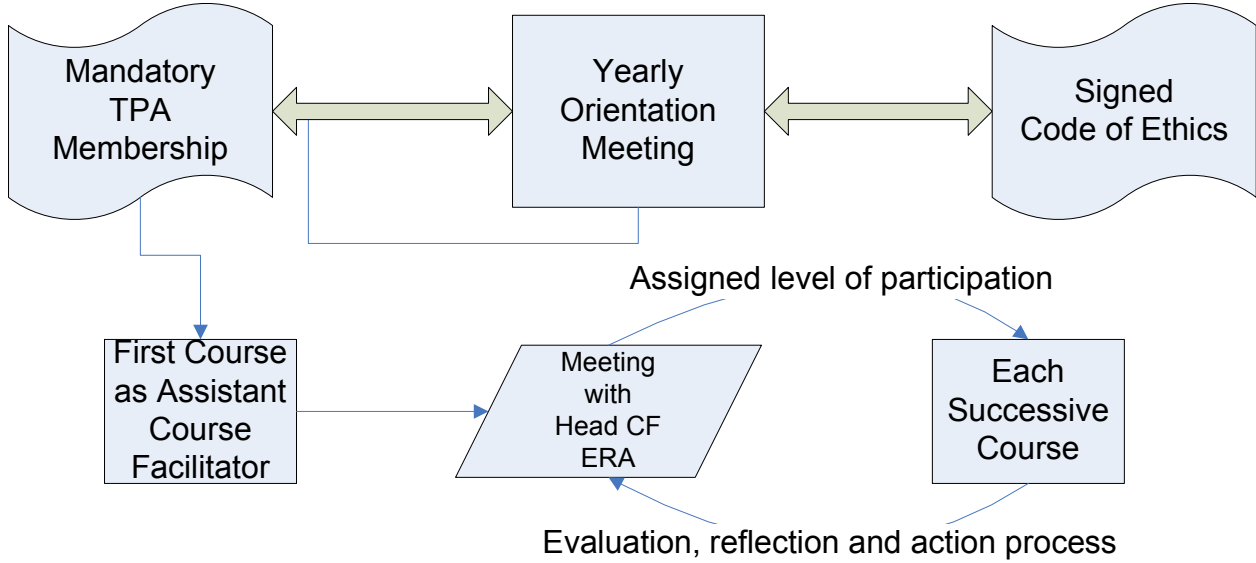
Signature

Course Date and Location

Apprentice Course Facilitator:

Signature

Date



1st Level Participation Role

1. Involvement in stand-alone testing days
2. Continue role from Apprentice process
3. *Guided* delivery of assigned modules. These may include any module but must include the following:
 - a. 1st evening
 - b. Ball Controls
 - c. Scanning Elements
 - d. Ethics

Overall Pedagogy: 3 or better in all areas
Module Specific Pedagogy: 4 or better on these modules, 3 or better on all others

2nd Level Participation Role

1. Maintain role from 1st level
2. *Stand-alone* delivery of 1st level modules.

Overall Pedagogy: 4 or better in all areas
Module Specific Pedagogy: 4 or better on these modules, 3 or better on all others

3rd Level Participation Role

1. Maintain role from 2nd level
2. *Guided* delivery of entire course.
3. Participate in evaluation process of Apprentice CF.

Overall Pedagogy: 4 or better in all areas
Module Specific Pedagogy: 4 or better on all modules

4th Level Participation Role

1. Maintain role from 3rd level.
2. *Stand-alone* delivery of full course.
3. Guided evaluation of Apprentice CF.

Overall Pedagogy: 4 or better in all areas
Module Specific Pedagogy: 4 or better on all modules

Full Course Facilitator

Refer to Full CF Process



REFLECTION Process: Upon completion of the course, the Head CF and Assistant CF must set a date in order to exchange and discuss prepared worksheets (within 2 weeks of course completion). After discussing both evaluation worksheets, complete the following.

Learning Facilitator Areas for Improvement:

ACTION:

Head Course Facilitator Recommendation: Check one of the following

- () Discontinue as Assistant CF
- () Continue as Assistant CF, guided delivery of assigned modules
- () Continue as Assistant CF, stand alone delivery of assigned modules
- () Continue as Assistant CF, guided delivery of an entire course
- () Continue as Assistant CF, stand alone delivery of an entire course
- () Transition to Full CF

For the next course, prepare the following:

Head Course Facilitator:

Signature

Course Date and Location

Assistant Course Facilitator:

Signature

Date



COURSE FACILITATOR EVALUATION PROCESS

Upon completion of the course, both the **Course Facilitator and the Head Course Facilitator** complete (independently of one another) the Learning Facilitator Evaluation Overall Pedagogy worksheet. In addition, The Head CF may choose to complete one Module Specific Pedagogy Worksheet for each module delivered by the Course Facilitator or may choose to complete the following questions as an overall reflection tool.

Staying true to the process
Staying true to the timeline
Comfort with the reference materials
Key areas for improvement (knowledge, delivery...)

REFLECTION Process: Upon completion of the course, the Head CF and the CF must set a date in order to exchange and discuss prepared worksheets (within 2 weeks of course completion). After discussing both evaluation worksheets, complete the following.

Learning Facilitator Areas for Improvement:

ACTION:

Head Course Facilitator Recommendation: Check one of the following

- () Establish next course to review
- () Establish additional training opportunities

Head Course Facilitator:

Signature

Course Date and Location

Course Facilitator:

Signature

Date