

Shadow Checklist

Your Name: _____

Date: _____

Co-Coaching with: _____ Class: _____

Step 1: Arrive 15 min before shift starts

Step 2: Review check list with lead instructor. How many tasks can you accomplish successfully with confidence during your shift?

Step 3: Lead coach. Review and initial items that new hire accomplished. Did you see any that they may have performed without realizing?

Step 4: Put paper in inbox for training management to review

PREP/ SET UP	New Hire Initials	Staff member Initials
Meet with lead coach		
Go over lesson plan, body position/movement skill of the day		
Help the coach you are shadowing set up for class		
Go over stations and events (offer to demonstrate after first week of co-coaching)		
Be aware of any handouts or stamps you may be able to help with at the end of class		
BEGINNING OF CLASS		
Greet children as they come in & introduce yourself & learn their names		
Make a connection. "I like your nail polish", "Cool shirt", "Are you excited about gymnastics?"		
Interact with them on the warmups.		
CLASS TIME		
Observe lead instructor during demonstration of stations. Were they loud? Descriptive of stations?		
Keep children's attention on lead instructor during explanations of stations		
Continue learning and using kids' names when making corrections		
Learn how to spot new skills. What skills do you have a hard time spotting?		
Lead stretch and/or warm up. What is something you can add that the lead instructor didn't do?		
Lead 1 or more event. what is your favorite event? What is your least and why?		
Ask what drills lead to what skills. Can that drill go to a different skill?		
END OF CLASS		
Keep children's attention on lead coach during end of class announcements		
Help with stamps and handouts. What fun way do you end class?		
Make sure you SEE EACH CHILD get safely to the person who brought them		
Make any announcements to parents & give them feedback about class, introduce yourself		
CLEAN UP AND REVIEW		
Review this sheet with the coach you are shadowing. Make notes to refer to for later.		
Assist cleaning mats after class (5 mats at least). Clear all mats at end of shift		
What can you learn new about TG today?		
Don't forget to clock out!		

TIPS:

- Position yourself to ensure that you can see every child
- Give specific praise- reinforce correct behavior even on simplest of skills
- Be aware of body language (NO crossed arms, yawning, sitting, leaning, watching the clock)
- Interact with the kids at all times!