

CHECKLIST 2.2 Proactive Orientation Planning

Mark this chart when you have set and implemented your policy for each of the following aspects of your management plan. Using this checklist can help you develop your orientation program.

Preinstruction Phase

- ☐ Safety procedures
- ☐ Developmentally appropriate activities
- ☐ Facilities and equipment

Instruction Phase

- ☐ Comprehensive orientation session
- ☐ Expectations with both positive and negative consequences
- ☐ Routines and procedures
- ☐ Locker room procedures
- ☐ Excuses from instruction
- ☐ Entering and exiting the facility
- ☐ Attendance
- ☐ Instructional formation and boundaries
- ☐ Introductory and closure activities
- ☐ Signals
- ☐ Transitions
- ☐ Equipment distribution and collection
- ☐ Partner, group, and team organization
- ☐ Formation organization
- ☐ With-it-ness and instructional proximity
- ☐ Hustles and prompts (i.e., I give directions quickly and keep the activity going)
- ☐ Handling of disruptions and unforeseen circumstances
- ☐ Promoting self-responsible behaviors

Evaluation (Reflection) Phase

- ☐ Total session time
- ☐ Total time spent on management tasks (add up all time spent on management)
- ☐ Percentage of management time in relation to the total session (management time / total session time)