**BRIEF**

- Effective use of questions: to find out prior knowledge, check understanding & for interaction.
- Clear objective/aims
- K.I.S.
- Use diagrams
- Safety/area/signals
- Timings
- Don’t assume
- Check boat set up
- Use land- drill/demo
- List key points
- Pitch at level of group
- Vary delivery style (V.A.R.K.)
- Progression of exercises

**ON THE WATER**

- Good group control
- Go alongside to give feedback
- Suitable sailing area
- Be specific with exercises
- Safety – what if?
- RIB positioning
- Session should agree with the brief
- Focus on aims of brief
- Short, sharp exercises
- Give practice time
- Flexibility
- Coach everyone
- Use signals
- Simple initial exercise

**DEBRIEF**

- Teaching points – use actual events
- Focus on the aims of the session
- Ask the sailors
- Involve everyone
- Effective use of both open and closed questions
- Get sailors to draw diagrams
- Progression
- Use positive comments & be constructive
- Summarise
- K.I.S.
- Be individual & specific
- Appropriate place for debrief
- V.A.R.K.
### Your session planning checklist

<table>
<thead>
<tr>
<th><strong>AIM/OBJECTIVE:</strong></th>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>CRAFT / KIT REQUIRED:</strong></td>
<td></td>
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<tr>
<td><strong>SPECIALIST EQUIPMENT REQUIRED:</strong></td>
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<td><strong>SAILING AREA:</strong></td>
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<td><strong>TIMINGS:</strong></td>
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<tr>
<td><strong>SAFETY CONSIDERATIONS:</strong></td>
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<tr>
<td><strong>DEMO/DIAGRAM/LAND DRILL:</strong></td>
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<tr>
<td><strong>BRIEF S.I. / A.I.:</strong></td>
<td></td>
</tr>
</tbody>
</table>

### Debrief:

- Teaching points
- Ask student questions
- Relevant feedback
- Progression
- Positive points

### Ideas for open questions:

| **WHAT** ____________________________________________? |
| **WHERE** __________________________________________? |
| **WHEN** ___________________________________________? |
| **WHY** ____________________________________________? |
| **HOW** ____________________________________________? |

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