# 252035 FORMATIVE ASSESSMENTS WORKBOOK

Formative Assessment 1: SO1

Get a job profile from your colleague at work and do the following:

* Analyse the job profile and list the key performance areas
* Weight the key results and then list them in order of importance
* Use the interview technique to determine if they are the best candidate
* Make an offer to the successful candidate/your colleague
* Note important points

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#### Individual activity

Explain what coaching is

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Describe the objectives of coaching

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Explain why coaching is so effective

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What are the two most useful questions to ask when conducting a training needs analysis?

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Formative Assessment 2: SO2

Imagine yourself as a coach of a learner in your department. Define the job you have to coach the learner in.

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Now define the key results areas and identify the priorities

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Write out a coaching plan and schedule

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Develop a system to record decisions, commitments and other relevant information. You may use examples given in the learner guide.

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Formative Assessment 3: SO3

1. Refer to the previous assessment
2. You are the coach and your colleague is the employee.
3. The coach explains the purpose, content and schedule of the coaching process
4. Make sure that agreement is reached
5. Coach the employee

Make notes below

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Formative Assessment 4: SO4

Refer to the previous assignment give feedback to the employee. Make sure that you agree on corrective and follow-up action

#### Individual activity

Following is a list of sentences often used when giving someone information about your perceptions, feelings, internal responses, and suggestions as responses to something they have done or said. Rewrite the sentences using the guidelines for constructive feedback.

I want to tell you something.

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How embarrassing! You looked so pitiful this morning at the supervisor's meeting when you forgot what you where going to say.

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Did you forget to get your suit pressed? You look dishevelled.

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Why the hell did you do that? What an idiot!

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Your relationship is doomed.

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That was pretty good.

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That was awful.

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How could you do such a thing?

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Give me a break.

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Aren't you being a little unrealistic?

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