



Reflective Summary - Final Coach Comments Guide

Throughout the duration of the programme, you have been writing notes in the Coach spreadsheet, keeping a record of your 1:1 student Coaching sessions. These notes might have included student goals, breakthroughs and achievements the student has made. Now that we are at the end of the 1:1 coaching sessions it is time to write your final comments on each student as a final reflective summary, reflecting on their progress, highlighting any breakthroughs and giving advice on the next steps.

What do we do with your final reflective summary?

Each of our partner schools receive a full Impact Report detailing individual student progression at the end of the programme. Coach comments are a key part of how we measure individual student impact. The comments included in your reflective summary will be included in our Impact Reports which we share with teachers, parents and students, and is a really important tool for each student's continued development.

- Access a sample Impact Report for the **Finding Futures programme** [here](#)
- Access a sample Impact Report for the **Rising Futures programme** [here](#)

How do I write my reflective summary?

Write your comments directly into the coach spreadsheet.

At the end of your spreadsheet there are five sections to complete under the heading 'Overall comment on the student's progress for Impact Report'.

- **Student engagement** (Please also note any student session absences here)

- **Progress across one or more Talent areas and progress in their Goals.**

You can use the scorecard as a basis for this - Confidence, Communication, Resilience, Self-Awareness, highlighting the Talents that they have made the most progress in. For their goals this would be a general reflection on their commitment to achieving their goals and the theme of which talent area(s) they have based their goals around. (you don't need to list their goals)

- **Any standout reflections of the student from Coaching 4?**

This could include progress they have seen in themselves taken from the My programme Achievements activity and/or any reflections from the trip days.

- **Any highlights and or successes of note**

These could be taken from Coaching Sessions, the ITW and/or WOW days. See trip day notes.

- **Students next steps**

These can be steps the student has recognised themselves or for us to recommend. These might include further research into a career aspiration or further education path. It could link to developing one or more of the Talent Areas or building on a specific goal(s) they had previously set for themselves.

You can refer to the 'Reflective Summary Examples' tab in the coach spreadsheet for a variety of examples written by previous coaches.

Grammar and spelling guidance

There is no automatic spell check when using the google sheets spreadsheet, so it's important to keep a close eye on grammar and spelling as you go (although Programme Managers will do final checks before printing, so don't panic). Alternatively, you could write your comments in a Word document, complete a spell check, and then copy and paste them into the spreadsheet.

Things to check as you go:

- Make sure student names are spelt correctly.
- All words should be written in British English.
- Make sure the right words are capitalised. For example at Yes Futures we capitalise Rising Futures programme, Finding Futures programme, Coach, Coaching session/s, World of Work and Into the Wild trips as well as the Four Talents: Confidence, Communication, Self-awareness and Resilience (when referring to them as Yes Futures Talents).

****TIP** - When working in the google sheets spreadsheet, to start a new line within the cell hold down 'control' and 'enter' on your keyboard.

Top Tips for Writing Your Final Coach Comments

- **Be positive** - while it's absolutely fine to highlight areas for improvement, use these constructively and try to highlight the positive.
- **Reflect on progress** - use the comments from earlier coaching sessions to highlight the progress your students have made.
- **Look forwards** - although this is the end of their coaching, think about how your students can continue to use what they've learned, this is your chance to share some final words of wisdom!
- **Be specific** - try and give your students some really tangible tips or goals that they can continue to work on.
- **Don't overshare** - remember the conversations with your students were private, so don't include too much detail from your conversations.
- **Word count** - Don't feel you have to write an essay, aim to write between 25-150 words per section.

What makes a good reflective summary?

It's very important for comments to be positive and motivating in tone. In their final Coaching sessions, students are given a Self-Coaching Toolbox in preparation for independent Coaching journeys, using all the skills they've learnt over the last five months. With this in mind, the best reflections and comments focus on highlights and breakthroughs, but also look to the future and provide students with advice on the next steps.

The best reflections and comments also focus on the Four Talents, highlighting how much the student has developed in particular areas. It might also be appropriate to note which other Talent areas it would be beneficial to work on in the future - as long as this is constructive and motivating in tone!

Below we've included a sample for reference:

Lacey's Reflective Summary

It was an absolute pleasure meeting Lacey on the Rising Future programme and I really enjoyed getting to know her. During our first Coaching session, I felt that Lacey was hesitant to talk freely and that was maybe due to the fact she was in a room with other people. However, she engaged well and blossomed so much throughout our Coaching sessions, and she actioned each of her goals which helped with her Confidence and Communication skills.

Lacey talked about the type of careers she would like to pursue when finishing her studies and that she wishes to be financially stable in the near future. She told me about her puppy and that she feels confident to talk to new people while taking her puppy on walks. When I asked her about how she was feeling about her upcoming mock exams, she told me that she felt confident and the worst that could happen was for her to fail but she didn't worry much because she knew that if that was the case, she could work harder to succeed in the real exams. This showed me what a resilient and intelligent young lady she is. She should be very proud of that!

Lacey has a great level of empathy - she can connect with others very effectively and read a situation well. I believe she has a lot to offer, and I wish her all the very best of luck in her future.

Next Steps

Lacey focused on her Communication and Confidence, and I could tell how much she improved in those areas with every session. I think she would really benefit from further developing her Confidence as she is very bright and full of life. Lacey has made good progress in this already by understanding some of her strengths and I'm proud of her for actioning the goals she set herself. It would be great if she keeps on setting goals in order to achieve her long-term ambitions.

I would love to see her continue with this. Breaking down long-term goals into manageable short-term goals is a really valuable skill; if she keeps doing this, I have every confidence that she'll go on to achieve the success I know she is capable of!