

### Key process form

#### Work Rider Training Day delivery coach guidance

1. Yard details and times will be sent to the coach via the admin team and any special requests for training or rider development suggestions.
2. Introduction to the team and discuss with trainer morning plans. Your aims of the day being as flexible as possible to fit in with the yard routines.
3. Video staff on the gallops, arena or stalls, schooling.
4. Feedback to the riders between lots if possible and gain a rapport.
5. Once time to do simulator work. Review the rider's morning progress remembering to ask them for what they see and feedback to allow it to come from them before feeding back.
6. Work on the simulator to develop areas of weakness and support riders' goals.
7. Complete yard feedback form. Coach can do one form and collate feedback to note down any comments made about the day positive, constructive and any further training they would like.
8. Post session coach to send video footage to the staff and send written feedback to the team.

9. Forward written feedback to the admin team who will email this out to trainers in a follow up email of thanks and offering further development events. Send a photo of feedback form to the admin team.
  
10. Coach to note personal hours and any mileage and send to the admin team. Take photos of any mobile training van fuel receipts and send over.