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Mindset Masterclass and Coaching for High-Performance CPD course handbook

Mindset programmes

The programme features Masterclasses for students and apprentices and Coaching for High-Performance CPD for educators with insights from young people and educators across education, industry, sport, music and dance. Each share their experience, practices and lessons to unpack the ten principles of Psychological Characteristics of Developing Excellence (PCDEs) and how these principles can be applied in any domain; college, work and life.



Mindset Masterclasses for students and apprentices

The Mindset Masterclasses are designed for students and apprentices involved in technical and vocational education and training settings. There are ten modules of self-directed learning to help students and apprentices develop the necessary skill set, practise, and confidence in how Psychological Characteristics of Developing Excellence (PCDE) are applied.

How it will benefit students and apprentices

Benefits from the PCDE approach relate to both the learning and eventual execution of a job role. As skills are learned, the PCDEs help to make the best of the learning environment. Once all modules of learning are completed, students and apprentices can use the skills to pursue an ongoing and lifelong development from competence to excellence.

Outcomes of the Mindset Masterclasses

- advanced knowledge, skills, behaviours in a way the educator can measure development and progression
- developed employability skills and an understanding of how the adoption of the PCDE principles can be applied in a 'high pressure' setting
- invaluable transferable skills to apply learning in any domain; college, work and life
- inspiring progression to higher levels of learning and development.

Learning hours

The Mindset Masterclasses are made up of ten core modules to learn the skills, then six scenario-based experiences which provide the opportunity for practise and reflection. Each module and scenario should take up to 30 minutes, making for a total experience of 8 hours of learning. On completion of the programme a certificate will be awarded.

Students and apprentices are encouraged to revisit the masterclasses to reinforce the lessons as they progress in their learning and development.

Coaching for High-Performance CPD for educators



The Coaching for High-Performance CPD for educators will draw on the approaches and methods used by coaches across high performance environments. The CPD offers an opportunity for educators to build on their existing teaching skills whilst providing some focused guidance on how the Psychological Characteristics of Developing Excellence (PCDE) skillset can be taught and developed as a major contribution towards a holistic learner experience.

The CPD for educators' is aimed at those working with students and apprentices in technical and vocational education and training settings and focusses primarily on enhancing teaching skills to promote the development of highly valued employability attributes and behaviours in students and apprentices, enabling them to move from competence to excellence.

How it will benefit educators

The Coaching for High-Performance CPD is designed to provide a range of ideas, practices and tools to build on and take advantage of enhanced teaching skills and assist in the development and application of the PCDEs, a set of skills which underpin the Mindset Masterclasses, as well as contributing towards an educators continuous professional development.

Outcomes of the Coaching for High-Performance CPD

- raise awareness and set goals to adopt cutting edge coaching skills
- guide the implementation of the Mindset Masterclasses for students and apprentices in a post 16 education/ training setting
- demonstrate how the Masterclasses for students and apprentices supports evidence and achievement against inspection frameworks.

Learning hours

The programme consists of nine modules, each taking around 20 minutes to complete totalling 3 hours of learning. We encourage the CPD to be completed in sequential order to fully benefit from the learning and can be revisited to reinforce your practise or assist with problem solving. On completion a certificate is awarded.





Coaching for High-Performance CPD guide for educators

The Coaching for High-Performance CPD for educators will draw on the approaches and methods used by coaches across high performance environments. The CPD offers an opportunity for educators to build on their existing teaching skills whilst providing some focused guidance on how the Psychological Characteristics of Developing Excellence (PCDEs) skillset can be taught and developed as a major contribution towards a holistic learner experience.

The CPD features insights from young people and educators across education, industry, sport, music and dance. Each share their experience, practises and lessons to unpack the PCDEs and how these principles can be applied in any domain; college, work and life. As a result, what you will hopefully get is a good mix of ideas that you can adopt into your teaching practise for the benefit of all concerned.

The Coaching for High-Performance CPD consists of nine modules, each taking around 20 minutes to complete totalling 3 hours of learning. We encourage the CPD to be completed in sequential order to fully benefit from the learning and can be revisited to reinforce your practise or assist with problem solving.

The CPD is structured across six stages

- A. Introduction to the approach and PCDEs
- B. What underpins the outcomes you are looking for?
- C. Specific methods
- D. Pulling it together
- E. Summary
- F. Evaluation and certification



A. Introduction to the approach and PCDEs

The CPD starts with an introduction to both PCDEs and the coaching process.

B. What underpins the outcomes you are looking for?

B1. Competence to Excellence

An introduction to the concept of competence to excellence, how it frames the student and apprentices' journey and educators' use of various teaching methods.

B2. Working back from challenge

How to both identify the 'typical' challenges that student and apprentices' face, then work backwards from the challenge. Helping to prepare each for the challenges they are likely to navigate on their learning and development journey.

B3. Mapping to inspection frameworks and preparing for challenge

How to use the PCDEs to evidence the requirements and achievement against inspection frameworks. In addition to introducing you to the Performance, Outcome and Process (POP) principle and offer some scenarios to work through.

We then provide some ideas on a variety of different teaching methods. Many will be familiar to you already, but we might be able to offer you a couple of useful tweaks.

C. Specific Methods

C1. Teaching Methods Part 1

This module will offer an outline of procedurally specific activities to be used for teaching PCDEs. It will offer a worked example to consider how you implement the ideas of Block B and begin building them into your practice.

C2. Teaching Methods Part 2

An opportunity to develop a variety of different techniques that you can use to help develop PCDEs to support desired behaviour change. It will outline specific methods and offer downloadable documents to consider the whys and why nots of their use.

C3. Teaching Methods Part 3

A block of scenarios to work through and consider the application of the teaching methods outlined to develop PCDEs.

Next, we specifically look at two ideas imported from high-performance coaching. The first, Professional Judgement and Decision Making, or PJDM, stresses how important it is to be reviewing and refining your teaching methodologies for optimal fit to both students and apprentices, and context. We also introduce an idea of spiral learning built on the structure Teach – Test – Tweak – Repeat. This is all to do with the timing and patterning or presentation for new ideas with the aim of optimising take up and application

D. Pulling it together

D1. Professional Judgement and Decision Making (PJDM)

Introducing the concept of PJDM and how you make decisions as an educator. It will also offer an outline of the 'Big 5' a series of questions you can use that will help you use the material in the rest of the CPD. The module will finish by asking you to work through an example of your recent work, considering why you took the steps you did and what you might do under different circumstances.

D2. Teach – Test – Tweak – Repeat

How to develop PCDEs in a spiral manner, utilising appropriate challenges and making the most of post activity reflection. Examples are offered from performance domains, including WorldSkills UK competitors.

D3. Educator systems and behaviours

Using the principles and methods so far and pulling together into a coherent framework in your practice. This module will outline suggested approaches to design your systems and practices to optimise overall development of PCDEs.

E. Summary

The CPD finishes with a review on how everything fits together. It may also be useful if you have a look at some of the PCDE modules which your students and apprentices will complete as part of the Mindset Masterclasses.

F. Evaluation and certification

On completion of the Coaching for High-Performance CPD you will be prompted to feedback and evaluate on your experience. Once complete you will be issued with a certificate.



Mindset Masterclass

guide for students and apprentices

The Mindset Masterclass is built on the Psychological Characteristics of Developing Excellence or PCDEs for short. Developed as a result of lengthy research with high level performers across a variety of domains, the PCDEs represent the skills needed to maximally benefit from your learning and experiences on the way up, to help you achieve the highest level possible, and to transfer the learning in work and life.

The modules of learning are across five stages

1. Introduction
2. Knowledge
3. Summary
4. Scenarios
5. Evaluation and certification



1. Introduction

The Masterclass starts with an introduction to the skillset you will develop, the Psychological Characteristics of Developing Excellence (PCDEs). You will then complete a self-evaluation; 20 quick questions that ask you about your perceived skill level on each of the ten PCDE skills. This gives you the opportunity to reflect on your strengths and areas for development.

Please make sure that you are honest with yourself! Saying what you think other people want to hear will only get in your way later as you proceed through the Masterclasses. Your results on this evaluation might help you decide which modules to start with or, perhaps, which ones can be parked for consideration another day.

2. Knowledge

The Mindset Masterclasses are designed for students and apprentices involved in technical and vocational, education and training. There are ten modules of self-directed learning to help students and apprentices develop the necessary skill set, practise, and confidence in how Psychological Characteristics of Developing Excellence (PCDEs) are applied.

Each module should take on average 30 minutes and features insights from skills champions and trainers together with performance champions from areas including sport, music and dance. As you work through this varied content keep trying to see what the skills mean for you.

- can you imagine yourself using them and in what circumstance?
- have you heard of fellow learners facing challenges like the ones that are described?
- if so, do the solutions offered sound sensible?

The main thing is to treat the modules as advice on things you can practically do when you inevitably face different challenges, NOT just as content to be learned for a test and then forgotten

The modules cover each of the ten PCDEs using video, text and self-reflection activities.

Commitment

How well the performer can commit to the focus and levels of effort needed for success.

Focus & distraction control

Knowing what is important, knowing how to stay focussed on it, and knowing what to do to both avoid and counter distractions.

Realistic performance evaluation

The ability to accurately know what was good and not so good in a performance, plus the willingness to do something about it!

Role clarity

The confidence to know what is needed/expected of you to be optimally effective at the role or job in hand.

Self-regulation

In the simplest terms, being able to control the effects of pressure so that you can perform well.

Planning & self-organisation

The ability to organise yourself to perform in any given situation, allowing for all the factors that need to be addressed for optimum performance.

Goal setting & self-reward

Planning the steps needed to achieve a given target, organising yourself to recognise and reward steps needed to achieve the longer-term goal.

Quality practice

Knowing what to do, and having the motivation to achieve, sufficiently high quality practice to drive the desired outcome.

Effective & controllable imagery

The ability to develop effective images which can be used to structure mental practice of a particular skill or goal.

Seeking and using social support

The ability to build, then make use of, a network of friends, family and stakeholders to support progress. Knowing who to ask, when (and when not!) and being able to make use of this advice.

3. Summary

The module summarises the learning as a refresher in preparation to complete the scenario challenges. The scenarios will place you in realistic challenge situations.

4. Scenarios

The six scenarios give you the opportunity to practice the skills you have learnt and build your confidence in how they can be combined to address any challenge.

There are no right or wrong answers, so feedback is designed to guide you towards consideration of alternatives. The message here is that there are many different ways a problem can be tackled. A combination of factors, including context and your preferences, help you to decide which is the best combination for you at that time. You might find it useful to return to the knowledge modules as you work your way through the scenarios to refresh and check your understanding.

5. Evaluation and certification

On completion of the Mindset Masterclasses you will be prompted to feedback and evaluate on your experience learning the ten PCDEs. Once complete you will be issued with a certificate.

As a result of the Mindset Masterclass, you will be equipped with the mental skills to complete your journey through your learning programme and then to perform at the top of your game in the world of work. Our aim is to help you move from competence to excellence, making the experience as positive as possible.

The skill set is extremely transferable; you can take the skills developed in a work setting and use them to help you with challenges in your everyday life as well.

