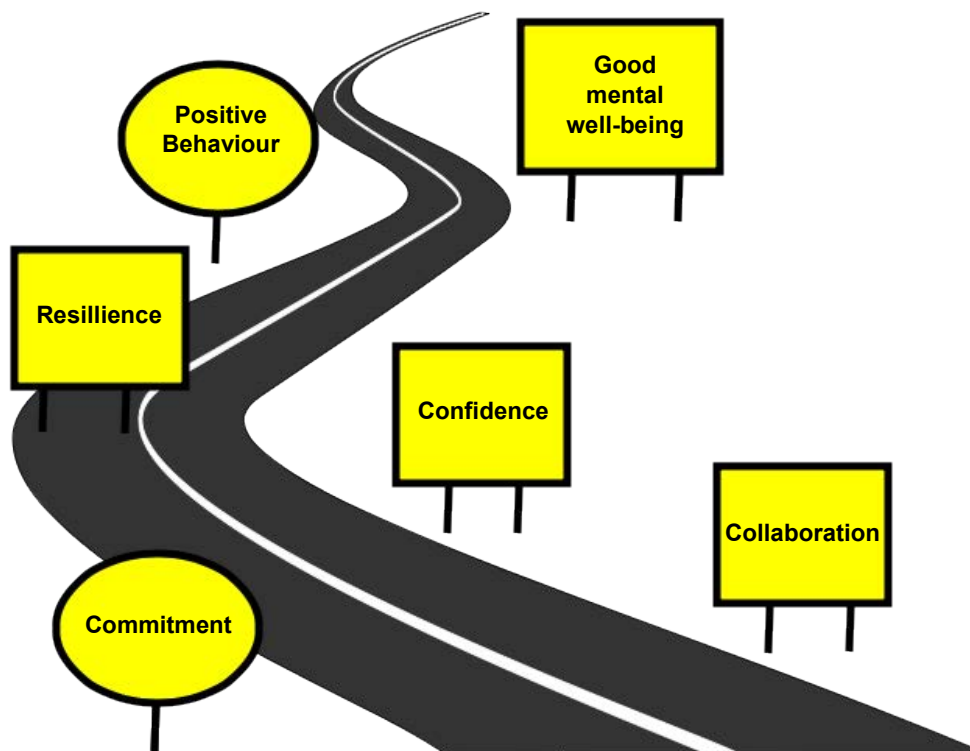




**BE BURY  
COLLEGE  
READY**

**BE SUCCESSFUL  
IN SPORT**

# How you can develop and progress as a Bury College Sport Student?



This booklet is a short guide to expectations and how to “self-help” your own development. There are various tools and guidance throughout that will be relevant to your time as a Bury College Sport student.

Name:

During your time at Bury College you be continuously developing these four characteristics to help not only your educational progression, but also your personal progression into society and becoming employable.

Can you define the following?

**Confidence:**

**Collaboration:**

**Commitment:**

**Resilience:**

Can you go further and give examples of when you may have already demonstrated these qualities prior to starting your course?

<b>Commitment</b>	<i>Think about: punctuality, time management, attendance, planning, responsibility, drive &amp; effort</i>
<b>Collaboration</b>	<i>Think about: teamwork, participation, respect, self-awareness, supporting others, leadership &amp; motivation</i>
<b>Confidence</b>	<i>Think about: social skills, dealing with others, self-belief, expectations, attitude, risk taking &amp; public speaking</i>
<b>Resilience</b>	<i>Think about: controlling emotions/feelings, pressure, initiative, determination &amp; overcoming barriers</i>

Which one at the moment is your strongest quality (which can you give the most examples for)?

Which one do you think you need to improve before starting college (which one do you find difficult to provide examples for)?

**Plan to improve** – using the quality you have picked to improve, can you develop a target to achieve before starting college to help develop yourself. Look at the template below which demonstrates how to make a strong target by using a SMART proforma. Then use the blank template to develop your own target.

<p><b>SPECIFIC</b> Be very clear in what you want to achieve. Consider breaking the goal down into smaller steps.</p>
<p><b>MEASURABLE</b> How will you know when you have achieved your goal? What will you be doing at that time? What will others notice you doing? What will be different? What will you have started or be doing regularly? What will you have stopped or be doing less of?</p>
<p><b>ACHIEVABLE</b> Ensure your goals are not too high. Don't set yourself up to fail! Consider setting smaller goals on your way to the big one. Celebrate your successes. If you don't achieve what you set out to, then ask what you could do differently, what would make it more likely to succeed next time?</p>
<p><b>REALISTIC &amp; RESOURCED</b> Is this achievable with the resources I have? Are there any other resources you need before you can, or to help you, achieve your goal? How can you access these resources? What problems might you have? What can you do to minimise those problems?</p>
<p><b>TIME LIMITED</b> Set a reasonable time limit to achieve your goal. 1 week, 1 month, 6 months, 1 year, 5 years? Consider different (smaller) time limits for smaller steps.</p>

**My SMART target to develop** .....

<p><b>SPECIFIC</b></p>
<p><b>MEASURABLE</b></p>
<p><b>ACHIEVABLE</b></p>
<p><b>REALISTIC &amp; RESOURCED</b></p>
<p><b>TIME LIMITED</b></p>

British Values: In order to be a positive influence on the student community you must develop/maintain knowledge about British Values and the importance of treating others respectfully. **Could you give examples for each British Value?** This can demonstrate a basic understanding prior to you attending college. You will build on these values during your tutorials.

**Democracy**

- Your opinion counts

**The rule of law**

- No one is above the law
- Laws protect everyone
- Innocent until proved guilty

**Respect and tolerance**

- All backgrounds and cultures
- All ages
- All genders and sexualities
- All religions and beliefs

**Individual liberty**

- Freedom of speech

British Value	My example
Democracy	
Rule of Law	
Respect & Tolerance	
Individual Liberty	

**Positive and Mental Well-being are key aspects of sustaining positive behaviour whilst you are studying. Being able to manage your behaviour and emotions during your time at college will help you to maintain a positive work ethic, as well as a personal balance. Planning and using tools can help you to manage stress, workload and your personal life. Have a look through the following tools, they may come in handy throughout your time at college.**

## Weekly Planner

First week: Write down what you do and how you feel (emotion). Rate the emotion 0-100% E.g. "Watched TV, Sad 85%"






Subsequent weeks: Plan activities each day, mixing activities of Work, Rest and Play (or Achieve, Connect & Enjoy). Pace yourself!

Day							
Morning							
Afternoon							
Evening							

## Thought Record Sheet

<b>Situation</b>	<b>Emotions / Moods (rate 0 – 100%)</b>	<b>Physical sensations</b>	<b>Unhelpful Thoughts / Images</b>	<b>Alternative / realistic thought More balanced perspective</b>	<b>What I did / What I could do / Defusion technique / What's the best response? Re-rate Emotion 0-100%</b>
<i>What happened? Where? When? Who with? How?</i>	<i>What emotion did I feel at that time? What else? How intense was it?</i>	<i>What did I notice in my body? Where did I feel it?</i>	<i>What went through my mind? What disturbed me? What did those thoughts/images/memories mean to me, or say about me or the situation? What am I responding to? What 'button' is this pressing for me? What would be the worst thing about that, or that could happen?</i>	<i>STOPP! Take a breath.... Is this fact or opinion? What would someone else say about this situation? What's the bigger picture? Is there another way of seeing it? What advice would I give someone else? Is my reaction in proportion to the actual event? Is this really as important as it seems?</i>	<i>What could I do differently? What would be more effective?  Do what works! Act wisely. What will be most helpful for me or the situation? What will the consequences be?</i>

# STOPP – Stressful situation

<p><b>STOP</b></p> 	<p><b>Take a BREATH</b></p> 	<p><b>OBSERVE</b></p> 	<p><b>PULL BACK PUT IN SOME PERSPECTIVE</b></p> 	<p><b>PRACTISE WHAT WORKS</b></p> 
<p><i>Stop and step back from the situation, in your mind</i></p>	<p><i>Breathe slowly once or twice</i></p>	<p><i>What's happening? What am I reacting to? What am I thinking and feeling? What are the words that my mind is saying? What physical sensations do I notice in my body? Where is my focus of attention?</i></p>	<p><i>Is this fact or opinion? See the situation as an outside observer. Is there another way of looking at it? What would someone else see and make of it? What advice would I give to someone else? What's 'the helicopter view'? What meaning am I giving this event for me to react in this way? How important is it right now, and will it be in 6 months? Is my reaction in proportion to the actual event? What will be the consequences of my action?</i></p>	<p><i>What can I do that will be most helpful? Will it be effective and appropriate? Is it in keeping with my values and principles? What is best thing to do, for me, for others, for the situation?</i></p>



# Problem Solving Worksheet

Step 1	Identify the Problem Break it down into smaller steps and decide what you need to action first
Step 2	Brainstorm and write down as many ideas as you can that might help solve the problem, no matter how silly they seem – don't dismiss any possible solutions.
Step 3	Consider the pros and cons of each possible solution, using a separate piece of paper.
Step 4	Choose one of the possible solutions that looks likely to work, based on the advantages and disadvantages
Step 5	Plan out step-by-step what you need to do to carry out this solution. What? When? How? With whom or what? What could cause problems? How can you get around those problems? Is this realistic and achievable?
Step 6	Do it! Carry out the plan
Step 7	Review how it went. Was it helpful? Did you achieve what you set out to achieve? If not, how could you have done it differently? Did you achieve any progress, however small, towards your goal? What have you learned?
Step 8	If you achieved your goal – consider tackling the next step of your original problem.  If you didn't fully achieve your goal – make adjustments to your chosen solution, or return to steps 3 and 4 and choose another possible solution.

