Coach Instruction Correction Record

Name your error plainly, correct the instruction for everyone who heard it, and check that the new direction is understood.

Own the instruction you actually gave before describing the repair.

Example: A coach announced Friday for a form due Thursday. The correction names the error, confirms Thursday with the program calendar, reaches the same parent channel and assistants, and records the corrected announcement.

01 Identify the error

Own the instruction you actually gave before describing the repair.

Original instruction

What was factually wrong

Responsible authority for the correct answer

Affected task to hold or correct

02 Define the correction

Give the replacement direction a source and a clear current version.

Verified correct instruction

Who now does what

Correct place and deadline

Current plan version or reference

Coach Instruction Correction Record / Review & follow-through

03 Reach the right people

Correct each audience that received the wrong direction.

Audiences who heard the error

Approved correction channel

Exact correction sentence

Unreached person and follow-up owner

04 Verify and prevent

Check use of the correction without claiming a restored relationship.

Understanding check used

What actually happened afterward

Small safeguard for this error

Next comparable task and review time