

# Health Change Associates: Skills Self-appraisal Exercise Instructions:



## Overview

The purpose of this set of exercises is to assist you to critically evaluate your use of HCA practice principles, essential techniques and processes in your consultations.

It is made up of four interrelated tasks based on an audio-recorded initial and review consultation with a single client:

1. Scaling of your overall use of the HCA practice principles and essential techniques in the audio-recorded consultations (one audit form for *both* consultations).
2. Scaling of your overall use of the HCA processes and decision framework in each of the audio-recorded consultations (one audit form for *each* consultation).
3. A written analysis of your behaviour change support skills based on the above assessments - strengths and challenges.
4. A skills development plan to address any gaps identified in your skills analysis and to refine your behaviour change support skills and knowledge generally.

## Supporting documentation:

- HCA Practice Principles & Essential Techniques Audit form
- HCA Process Skills Audit form
- A Practical Guide to Behaviour Change Using the HCA Approach (HCA 2012 Practitioner's Guide and training manual)

## Completion of Skills Audit Forms

1. Listen to the audio recordings of your initial and review consultations for a single client. Whilst listening to your sessions, rate yourself on your overall use of the HCA practice principles and essential techniques in your sessions. Use the Practice Principles & Essential Techniques Audit form to rate yourself.
2. Listen to each of your audio recordings a second time. *Using a separate Process Skills Audit form for each consultation*, rate yourself on the extent to which you engaged in the processes outlined on the form. Make a note of any processes that you might commonly omit and consider whether or not you might need to incorporate these processes into your clinical consultations on a more regular basis.

## Self-appraisal summary of strengths, weaknesses and opportunities

Reflecting on the results of your skills audits above, provide an appraisal of your current skill levels and knowledge in relation to integrating behaviour change support into your clinical consultations using the HCA approach.

The purpose of this exercise is to reflect on your current skill levels, accurately identify your *strengths* and *weaknesses*, and identify *opportunities* for improvement or refinement of skills.

## Forward Planning

Based on your self-appraisal above, plan how you intend to develop your skills and knowledge. Use below the line elements of the HCA approach to create personal goals and actions to document your improvement intentions. You can use the HCA Personal Goal and Action Plan form to document your plans if you wish, however, this is optional.