



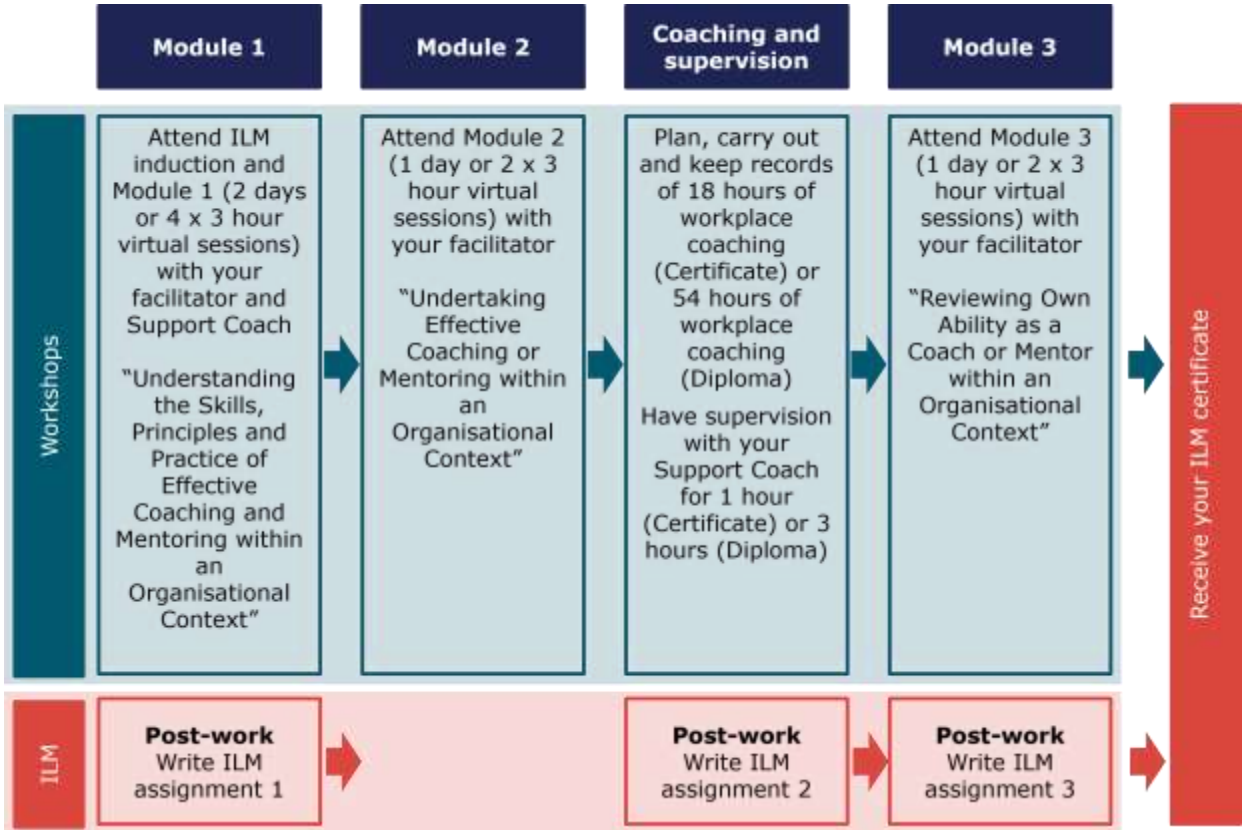
ILM Level 5 Certificate and Diploma in Effective Coaching and Mentoring



The ILM is the UK's leading specialist provider of accredited qualifications in leadership, management and coaching. They have over 50 years' experience in leadership development and have helped over a million people to gain internationally recognised



Schedule





What are the modules?

1

Module 1: Understanding the Skills, Principles and Practice of Effective Coaching and Mentoring within an Organisational Context

This module will give delegates a good understanding of the purpose and benefits of coaching and mentoring within an organisational context, as well as some of the barriers they might encounter. They'll practise a range of skills such as using new coaching models in different situations, powerful questioning techniques, co-active listening, making observations and giving feedback in different contexts. There's a strong focus on the role of reflective learning to improve these skills. We'll refresh on how to manage a coaching or mentoring relationship from contracting through to conclusion, including record keeping, and how to handle potential conflicts of interest. Finally, we'll explore the role of coaching supervision and the value it can add for a coach or mentor within the workplace. This module is linked with Assignment 1, which is an essay, to show delegates have a good understanding of effective coaching and mentoring in an organisational context.

2

Module 2: Undertaking Effective Coaching or Mentoring within an Organisational Context (our focus here is on coaching)

This module helps delegates to plan their coaching practice and make improvements to their coaching practice to increase their impact and effectiveness. We'll explore the planning and preparation process and how to help others to set powerful goals. We'll introduce a range of diagnostic tools delegates can use to get more from their coaching sessions. Managing the coaching process, keeping appropriate records and monitoring progress towards goals are also refreshed on. Finally, we look at continual development through feedback, coaching supervision and reflective practice. Delegates are given a pack of coaching templates to use as they go back into the workplace, where they'll be coaching 2-3 people for 18 hours in total. They'll also receive a one-hour coaching supervision session. This module and the subsequent 18 hours of coaching practice are linked with Assignment 2, a portfolio of evidence with supporting notes, to show that the delegates is able to be an effective coach within an organisation.

3

Module 3: Reviewing Own Ability as a Coach or Mentor within an Organisational Context (our focus here is on coaching)

This module provides delegates with the tools and skills to constructively reflect on their performance and impact as a coach. By the end of this module, they'll have had the chance to explore their development as a coach since the start of the programme (and any previous training), review the key themes from their coachees' feedback and their coaching supervision, and look at ways to quantify the impact they believe they've had. We'll cover how they can use all this information, plus the organisation's vision and goals, to create a SWOT analysis (strengths, weaknesses, opportunities and threats). The SWOT analysis will form the basis of a Personal Development Plan (PDP) and a



Continuing Professional Development (CPD) plan. These will be started during the module. After the module, delegates will finalise their SWOT, PDP and CPD plan and use these as part of their content for the assignment linked to this module, Assignment 3, which is a reflective journal showing their journey as a coach and their plans for ongoing development.