

Coaching and Mentoring Course

ILM Level 5 in Effective Coaching and Mentoring

This ILM course supports the development of your coaching and mentoring skills to help improve management performance, communication and interpersonal skills. It's time efficient and offers the flexibility of training on Zoom so location is never an issue.

There are four half-day workshops which use best practice to identify the skills, knowledge and behaviours of an effective coach/mentor. Ongoing practice, reflection, feedback and review are key elements throughout the course. You will be further supported in your ongoing development via four one-to-one coaching sessions. This course aims to enable you to feel confident in using your coaching and mentoring skills within an organisation or privately and leads to an internationally recognised ILM qualification.

If you wish to develop an organisational culture of coaching and mentoring talk to us about how we can help you.

Course Content

- Defining coaching and mentoring - what are the differences and similarities
- How we can use coaching and mentoring within an organisation
- Measuring the value of coaching and mentoring to individuals and organisations
- What potential barriers are there to an effective coaching and mentoring programme
- Understanding effective coaching and mentoring processes: GROW, TGROW, OSCAR
- Identifying the importance of reflective practice and supervision for effective coaching and mentoring
- Understanding values and ethics in a coaching and mentoring context
- Exploring the knowledge, skills and behaviours of an effective coach/mentor, including:
 - Agreeing coaching and mentoring contracts
 - Confidentiality in your coaching and mentoring practice
 - Building rapport
 - Listening
 - Questioning
 - Probing
 - Reframing
 - Challenging and supporting
 - Giving and receiving feedback
 - Identifying limiting beliefs
 - Key coaching and mentoring questions
 - Your internal and external communication
 - Keeping your coaching goal orientated
 - Note keeping and action planning
- Identifying communication theories and models which are helpful in your coaching and mentoring practice
- Identifying common pitfalls and how to overcome them
- Planning, preparing and goal setting for an effective organisational coaching and mentoring programme
- Measuring your own coaching and mentoring ability and reflecting on your own professional development

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ILM Level 5 Certificate in Effective Coaching and Mentoring

Assignment Learning Outcomes

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

1. Understand the purpose of coaching and mentoring within an organisational context
2. Understand the knowledge, skills and behaviours required to be an effective coach or mentor
3. Understand the importance of effective contracting and management of the coaching or mentoring process

Assignment 2 **Undertaking Effective Coaching or Mentoring within an Organisational Context**

1. Be able to plan and prepare effective coaching or mentoring within an organisational context
2. Be able to undertake and record at least 18 hours of effective coaching or mentoring with a minimum of 2 and a maximum of 3 individuals
3. Be able to demonstrate and evidence ongoing reflection and review of own coaching or mentoring practice

Assignment 3 **Reviewing Own Ability as a Coach or Mentor within an Organisational Context**

1. Be able to holistically review their ability to perform effectively as a coach or mentor within an organisational context
2. Be able to develop a plan for their future professional development in coaching or mentoring

How your development is supported

4 half-day Workshops	Each one - 3.5 hour via Zoom
4 one-to one Coaching sessions	Each one - 50 minute meeting via Zoom
Continued support with ILM Level 5 Certificate qualification and completing the 3 assignments	

The half-day workshops are group sessions carried out on set days, approximately 4 weeks apart.

Cost

£1750 + VAT per person

Charity rate £1403 + VAT

4 workshops, 4 coaching sessions and ILM Level 5 Certificate qualification

ILM qualification includes: ILM registration, ILM certification, study membership with The Institute of Leadership & Management, assignment support and marking of three assignments, coaching/mentoring supervision.