



Certificate in Coaching & Mentoring in Management

Is this You?

- You'd like to develop the skills to coach and mentor managers and leaders
- You're passionate about motivating, inspiring, challenging, stimulating and guiding others
- You want to know how to recognise individuals development needs
- You'd like to help managers and leaders achieve their full potential
- You'd like to develop a range of skills and tools for use in a variety of situations
- You'd like to achieve an internationally recognised qualification

Course content

This course aims to equip practising managers and potential coaches with the knowledge, skills and confidence to perform effectively as coaches or mentors as part of their normal work role. The course content includes:

- Understanding how management coaching and mentoring can benefit individuals and organisations
- Reviewing own ability as a management coach or mentor
- Undertaking management coaching or mentoring in the workplace

Learner Outcomes

By the end of this course you will be able to:

- Explain the characteristics of effective coaches and mentors and coaching and mentoring programmes
- Present a business case for using coaching or mentoring in an organisation
- Review the effect of own value systems and ability to deal with performance problems on own coaching and mentoring behaviour
- Review own ability to communicate effectively and to use available networks to support coaching and mentoring practice
- Agree a short management coaching or mentoring programme based on identified developmental needs and goals
- Plan, deliver and review own coaching or mentoring practice
- Improve own management coaching or mentoring practice through reflection and review

Who is this session suitable for?

There are no formal entry requirements but participants will normally be practising managers. They should normally have successfully completed an ILM Level 3 or ILM Level 5 qualification, or equivalent. Exceptional candidates who have no formal qualification in management but who have several years experience and completed some formal training in the role may also participate.

Candidate should normally possess communication skills equivalent to Key Skill Level 3 in communication.

If you like the look of this, then why not try . . .

- ILM Level 3 Award in Workplace Coaching for Team Leaders and First Line Managers
- ILM Level 3 Certificate for Professional Workplace Coaches
- ILM Level 5 Diploma for Professional Management Coaches and Mentors

Cost to Attend

£875 (inc vat)

All learning materials, two 1-day classroom based practical workshops and 2 hours tutorial support.

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Programme Format

Date	Session	Method	Guided Learning Hours
12 December 2008 09:00 – 11:00	Induction	Tele-seminar	2 hour
December/January	Unit D5.01 Understanding how management coaching and mentoring can benefit individuals and organisations	On-line distance learning	18 hours
13 February 2008 09:30 – 16:30 <i>(subject to confirmation)</i>	Practical Workshop <i>(on-line learning for above session must have been completed prior to this session)</i>	Classroom based <i>(Venue to be confirmed)</i>	1 day
February/March	Unit D5.02 Reviewing own ability as a management coach or mentor	On-line distance learning	12 hours
24 April 2008 09:30 – 16:30 <i>(subject to confirmation)</i>	Practical Workshop <i>(on-line learning for above session must have been completed prior to this session)</i>	Classroom based	1 day
May/June	Unit D5.03 Undertaking management coaching or mentoring in the workplace (Assessment)	Practical Application	12 hours
Ongoing	Tutorial Support	Tele-coaching	2 hours

Assessment

Achievement of the qualification is dependent on successful completion of two assessments:

Workbased Assignment: To demonstrate your ability to ensure best practice in coaching and mentoring, strategies to overcome barriers and preparing a business case for using coaching or mentoring in an organisation.

Coaching Diary: To assess your strengths and weaknesses as a coach or mentor; to undertake 12 hours coaching or mentoring practice, and to reflect on your performance as a coach or mentor.