

ILM Level 5 Certificate in Effective Coaching and Mentoring

The Level 5 Certificate in Effective Coaching and Mentoring is designed for Managers, Leaders, HR professionals and aspiring coaches who want to develop credible, practical coaching and mentoring capability

Programme Units:

- Understanding the Skills, Principles and Practice of Effective Coaching and Mentoring within an Organisational Context
- Undertaking Effective Coaching or Mentoring within an Organisational Context
- Reviewing own ability as a Coach or Mentor in an Organisational Context

Unit 8588-500: Understanding the Skills, Principles, and Practice of Effective Coaching and Mentoring within an Organisational Context

Credit Value: 6

Guided Learning Hours: 20

Module 1: Purpose of Coaching and Mentoring within an Organisational Context

- Define Coaching and Mentoring, Highlighting Key Differences
- Evaluate the Impact of Organisational Context on Coaching or Mentoring
- Present the Business Case for Coaching and Mentoring
- Measure the Impact of Coaching and Mentoring
- Identify and Minimise Barriers to Coaching or Mentoring

Module 2: Knowledge, Skills and Behaviours Required to Be an Effective Coach or Mentor

- Review the Key Knowledge, Skills and Behaviours
- Analyse Communication Skills for Coaching or Mentoring
- Review Coach/Mentor Responsibilities in Managing Relationships
- Review an Effective Coaching or Mentoring Model
- Justify the Role of Reflective Practice and Supervision

Module 3: Importance of Effective Contracting and Management of the Coaching or Mentoring Process

- Analyse Effective Contracting in Coaching or Mentoring
- Explain Managing the Coaching or Mentoring Process

Unit 8588-501: Undertaking Effective Coaching or Mentoring within an Organisational Context

Total Credit Value: 5 Guided Learning Hours: 12

Module 4: Plan and Prepare Effective Coaching or Mentoring within an Organisational Context

- Plan and Prepare to Deliver a Coaching or Mentoring Programme
- Identify Individual Developmental Needs and Agree on Goals Before Contracting
- Establish a Coaching or Mentoring Contract to Meet Individual and Stakeholder Requirements

Module 5: Undertake and Record at Least 18 Hours of Effective Coaching or Mentoring

- Complete 18 Hours of Formal Coaching or Mentoring with 2-3 Individuals
- Maintain Records of Coaching or Mentoring Activities, Including Goals and Outcomes
- Collect Feedback from Supervisor and Clients
- Reflect on and Maintain Evidence of Coaching or Mentoring Sessions

Module 6: Demonstrate and Evidence Ongoing Reflection and Review of Own Coaching or Mentoring Practice

- Reflect on Each Session to Identify Key Learning for Professional Development
- Justify Tools and Techniques Used in Coaching or Mentoring
- Use Ongoing Feedback, Including Supervision, to Assess Coaching Effectiveness
- Assess and Evidence Communication Techniques Used in Coaching or Mentoring

Unit 8588-503: Reviewing Own Ability as a Coach or Mentor within an Organisational Context

Total Credit Value: 5 Guided Learning Hours: 10

Module 7: Holistically Review Their Ability to Perform Effectively as a Coach or Mentor within an Organisational Context

- Evaluate the Benefits Realised from Coaching or Mentoring
- Reflect on Overall Learning and Development, Including Communication Techniques
- Conduct a Comprehensive Evidence-Based Assessment of Their Coaching or Mentoring Ability

Module 8: Develop a Plan for Their Future Professional Development in Coaching or Mentoring

- Produce an In-Depth SWOT Analysis for Their Role as a Coach or Mentor
- Create a Comprehensive Personal Development Plan for 12 Months
- How They Will Monitor and Evaluate Their Ongoing CPD in Coaching or Mentoring

COURSE DURATION: 7 DAY COURSE
plus Tutor Support/1-1 Sessions on Teams

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