

ILM Level 3 Award in Workplace Coaching Programme

In total, participants will attend for 27.25 hours to include a 2 hour induction, a 3 day programme plus a 2 hour scheduled coaching/tutorial session and a further 1 hour of tutorial time to be used as and when needed and a 3 hour review session.

Induction

To include:

- An outline of the qualification, its aims, and the benefits to the individual and the organisation
- The format of the programme – content, hours, attendance style, etc
- The assessment process
- The candidate support resources available, and the roles and responsibilities of participants, centre staff and ILM
- Information on equal opportunities, appeals procedures and support mechanisms
- ‘Getting to know one another activities’
- Introduction to their personal learning style to help us in the delivery of the programme
- Preparation pre-work

Skills Module

Day 1

- What is coaching exactly?
- How does it differ from other development activities?
- Links to performance management and other activities
- Coaching as a leadership style
- Coaching as a manager versus coaching as a third party –pros and cons
- How does workplace coaching compare to sports coaching?
- Coaching examples – when can it be used?
- Raising awareness and generating responsibility in coachees

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- Coaching demonstration
- Skills review
- Setting yourself measurable goals
- Goal setting in coaching
- Building rapport

Day 2

- Powerful questioning
- Practice questioning
- Listening in coaching – the 3 levels
- Body language in coaching
- Adapting coaching to meet different learning styles and diverse groups of people
- Giving feedback in a coaching scenario
- Getting to the point'
- Coaching practice on real issues

Day 3

- Coaching demonstrations
- Preparing for peer coaching
- Actual coaching practice in 2 groups
- Review of learning
- Barriers to coaching
- Records and resources
- What next?
- Tutorial
- Coaching Practice
- Review Session

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■ Follow Up

All participants will need to complete a work based assignment details of which will be given as near to the start of the programme as possible.

Everyone will be given the opportunity to have a one to one coaching/tutorial session in lasting 2 hours plus a further 1 hour of ad hoc time to be used as the participant desires.

Everyone will also be expected to a programme review lasting 3 hours when they have completed the required 6 hours of coaching practice.