



# ILM Level 5 Certificate in Effective Coaching & Mentoring

Blended Programme



azure  
Improving  
leadership  
performance  
through  
inspiration

## Coaching is one of the most effective ways to empower others and bring out the best in them. How would you like to gain a qualification to give you the skill and confidence to coach really well?

“Adapted well to virtual world good break outs and well-paced.”

“Well done on transferring a face-to-face course onto online learning. It worked really well and was thoroughly enjoyable, I will miss it!”

“The tutors and facilitators from Azure are amongst the most supportive and inspirational people I have ever had the pleasure of meeting. The programme allowed me to grow in a safe, supervised environment whilst nurturing me to a place where I felt confident to go out on my own and start to put my new skills into practice.”

“Perfect! The ability to coach well and develop my practice was my main priority and the programme met these objectives. The facilitators’ ability to share their experiences and offer practical insights gave a richness to the programme.”

“10/10. Bang on! Intensive, worthwhile and insightful.”

“The facilitators have been fantastic. Really engaging, supportive, reassuring, knowledgeable and professional. I started with zero skills and experience and have learnt so much along the way.”

“I have and will continue to recommend the course to colleagues and peers, it really is that good!”

“The quality of teaching and insight into coaching and mentoring was superb. The course was challenging and at times out of my comfort zone, but that’s what made it rewarding and beneficial.”

“The facilitators were wonderful knowledgeable and most importantly approachable.”

(Quotes from participants on recent programmes)

A study by the Institute of Leadership and Management (ILM) found that 92% of coached managers felt their performance had improved and 95% saw direct benefits to the organisation.

Participants of the Level 5 programme may be line managers who wish to coach or mentor as part of their everyday role, those who wish to become an internal coach, or individuals taking steps towards becoming and independent as a coach or mentor by providing themselves with a nationally recognised qualification.

This ILM Level 5 qualification consists of:

- Initial one to one conversation
- A 2hr virtual contracting session
- The equivalent of 5 days virtual highly interactive intensive skills development
- Approximately one day of self-directed learning
- Lots of coaching and mentoring skills practise
- 1 ½ hr assignment webinar recording
- Tutorial
- Completion of three assignments including 18 hours of work-related coaching
- A free place on one of our group supervision sessions following the main programme

#### **Benefits:**

- The opportunity to learn from experienced facilitators who spend a high proportion of their time providing executive coaching and mentoring others.
- An enhanced set of practical coaching and mentoring skills that will keep others motivated and performing to the best of their ability.
- Skills to use in every aspect of your life and a wide range of in-work situations.
- The chance to make better use of a development budget by cascading coaching in an organisation.
- Enhanced career prospects and career development opportunities.
- Lots of opportunities to practice developing coaching and mentoring skills during the programme.
- The opportunity to gain effective support and challenge from other participants, who can remain an effective network in the future.
- New levels of self-awareness and growth to enhance your performance.

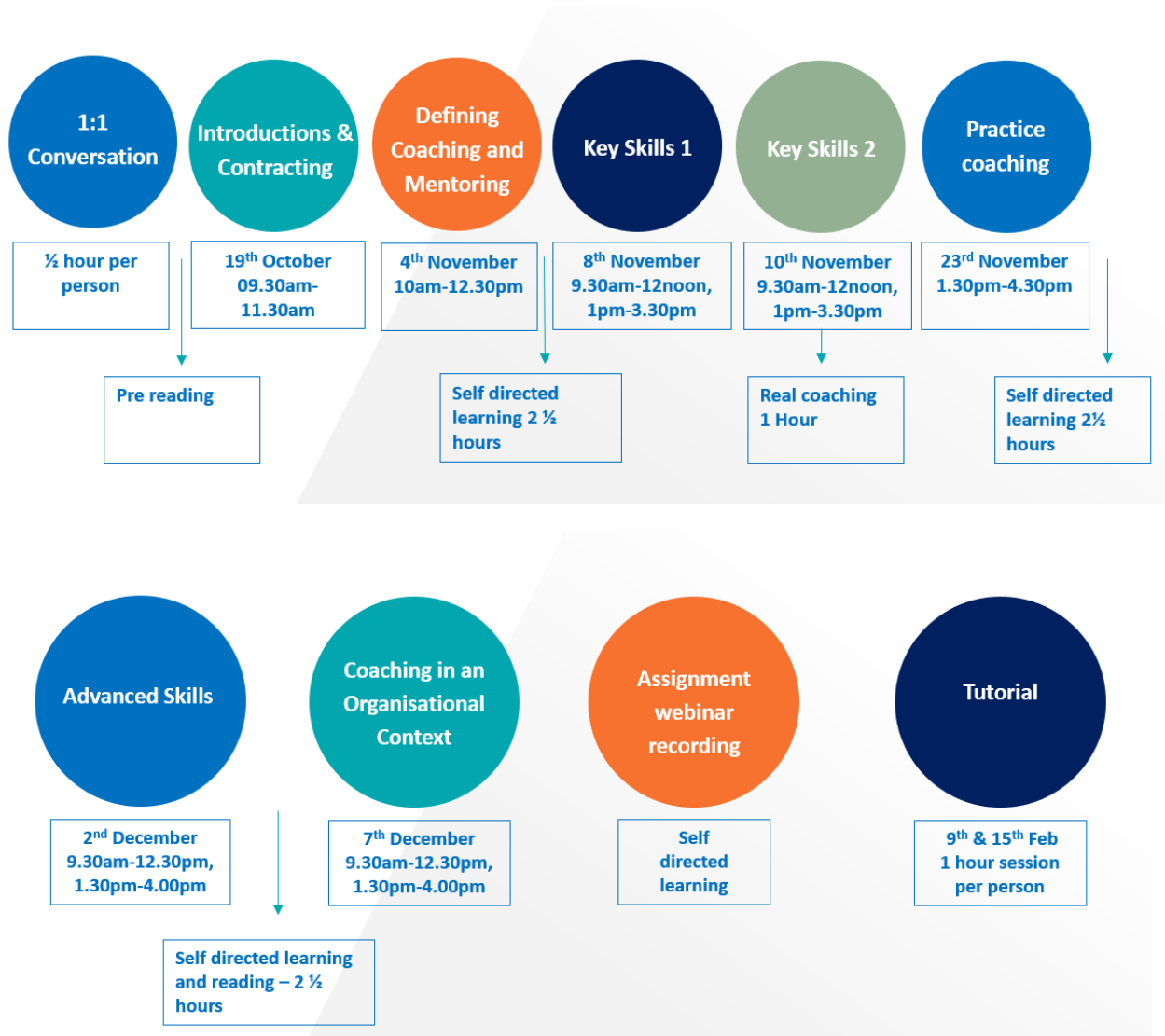
#### **Venue**

This programme will be blended in nature. The core will take place virtually via Zoom but a number of other methods including self-directed learning will also be utilised.

#### **Fee:**

£1,895 plus VAT per person.

# ILM Level 5 Certificate in Effective Coaching and Mentoring - Programme Outline



# ILM Level 5 Certificate in Effective Coaching and Mentoring - Programme Content

## Introductions and contracting – Tuesday 19<sup>th</sup> October 2021 (09.30am – 11.30am)

To include:

- An outline of the qualification, its aims, and the benefits to the individual and the organisation
- The format of the programme
- The assessment process
- The candidate support resources available, and the roles and responsibilities of participants, Facilitators and the ILM
- Information on equal opportunities, appeals procedures and support mechanisms
- An introduction to the process of ‘contracting’
- Getting to know your fellow participants
- Determining how to gain the most from this programme?

## Defining Coaching and Mentoring? – Thursday 4<sup>th</sup> November 2021 (10am – 12.30pm)

- What are coaching and mentoring exactly?
- How do coaching and mentoring differ from other development activities?
- Coaching as a leadership style
- Comparing workplace coaching to sports coaching
- Understanding where coaching can be used effectively
- Raising awareness and generating responsibility in coachees/mentees

## Key Skills 1 – Monday 8<sup>th</sup> November 2021 (9.30am – 12 noon, 1pm – 3.30pm)

- Understanding the requisite skills for coaching and mentoring others
- Goal setting in coaching and mentoring
- Building rapport
- Powerful questioning
- Coaching the facilitators

## **Key Skills 2 – Wed 10<sup>th</sup> November 2021 (9.30am – 12 noon, 1pm – 3.30pm)**

- Summarising and reflecting
- Authentic listening in coaching and mentoring
- Understanding and using non-verbal behaviour in coaching and mentoring
- Adapting coaching and mentoring to meet different learning styles
- Giving feedback in a coaching and mentoring scenario
- Coaching demonstrations
- Effective contracting for coaching and mentoring

## **Practice Coaching Sessions – Tuesday 23<sup>rd</sup> November 2021 (1.30pm – 4.30pm)**

- Preparing for peer coaching
- Practice in small learning groups
- Facilitator feedback
- Personal development planning

## **Advanced Skills – Thursday 2<sup>nd</sup> December 2021 (9.30am – 12 noon, 1pm – 3.30pm)**

- Further coaching practice
- Creating the right boundaries for effective coaching
- Recognising your coaching and mentoring 'hot buttons'
- How to conduct effective sponsorship meetings
- Practice in the use of a variety of coaching tools

## **Coaching in an Organisational Context – Tuesday 7<sup>th</sup> December 2021 (9.30am – 12 noon, 1pm – 3.30pm)**

- Learning from coaching and mentoring schemes in other organisations
- Typical barriers to introducing coaching and mentoring
- The business case for coaching and mentoring
- Learning from good practice/case studies
- Evaluation
- Assessment requirements and follow up processes

## **Assignment webinar recording**

An in-depth look into what is required for the programme assignments, including where to find the information in order to answer each question, top tips, common mistakes and FAQs.

## Tutorial 1 hr (09/02/22 & 15/02/22 – Dates & times TBC with individual participants)

### Follow Up

In conjunction with an allocated Azure supervisor, participants will be expected to identify a range of people whom they will coach or mentor and to conduct at least 18 hours of real coaching. Following each session, the participants will record a reflective learning log for discussion with their supervisor. Feedback about practice should also be collected directly from coaches/mentees and ongoing personal development needs identified. This will be used to complete the assignments.

In total, all participants will complete three assignments, details of which will be given during the programme.

### Free Group Supervision Session

Group supervision enables coaches and mentors to develop skills, helps them resolve problems that have arisen during practise, ensures coaches and mentors are practising ethically and allows the coach or mentor to gain necessary support from peers and more experienced coaches.

This programme includes **one free group supervision session**. We will be running open group supervision sessions virtually throughout the year.

## Get in touch

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