

Who is this qualification for?

This is ideal for managers with significant responsibility for coaching and mentoring as part of their day-to-day role. It is also for people who are planning to move into a development role or start a career as a freelance coach and mentor. Participants would be registered with the ILM at the beginning of the programme and would be required to undertake written assignments in order to achieve the qualification. One of the assignments requires that participants complete at least 12 hours of coaching and has coaching supervision to support them.

The Benefits of this programme**For you:**

- Get a critical understanding of the role and responsibilities of the workplace coach and mentor
- Deepen your understanding of how coaching and mentoring can impact an organisation
- Be able to assess your skills, behaviours and knowledge as a coach and mentor
- Provide evidence of your development as a coach and mentor through the qualification

For your employer:

- Ensure that the managers developed as coaches or mentors are properly equipped with the skills, knowledge and ethical understanding they need
- Develop a coaching and mentoring culture in the organisation, so that managers are able to provide effective support for the development of others and improve their performance.

Course Content

Duration: ½ day

Induction to the course: An introduction to the programme to gain an understanding learners' expectations and that of the course, guidance on the assessment process and the ILM.

Duration: 1 day

Part 1 of Understanding the Skills, Principles and Practice of Effective Management

Coaching and Mentoring: This aims to enable learners to understand the role and contribution of coaching and mentoring, and build a business case.

Duration: 1 day

Part 2 of Understanding the Skills, Principles and Practice of Effective Management

Coaching and Mentoring: This aims to build on the content of Part 1 and give more time to practice coaching skills and gain feedback.

Duration: 1 day

Undertaking Management Coaching or Mentoring in the Workplace: This aims to build knowledge of goal identification and considers additional coaching and mentoring tools and techniques. Learners have to demonstrate their ability to plan, deliver and review at least 12 hours of coaching and mentoring in the workplace.

Duration: 1 day

Reviewing Own Ability as a Management Coach or Mentor: This aims to give learners the ability to critically review their own personal qualities, skills and competence.

As well as the 4 ½ days training participants will be required to complete 3 x written assignments and attend 3 x half hour 1:1 tutorials which can be completed face to face or via Skype/FaceTime

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