

Coaching and Mentoring Course

leading to ILM Level 5 in Effective Coaching and Mentoring

This course supports the development of your coaching and mentoring skills, as a leader and more formally as a practicing coach and mentor. The workshops use best practice to identify the skills, knowledge and behaviours of an effective coach/mentor. Ongoing practice, reflection, feedback and review are key elements of the workshops. This course aims to enable you to feel confident in using your coaching and mentoring skills within an organisation or privately.

The course can lead to you becoming a qualified coach and mentor with an ILM Level 5 Certificate in Effective Coaching and Mentoring or an ILM Endorsed certificate in Coaching and Mentoring.

If you wish to develop an organisational culture of coaching and mentoring talk to us about how we can help and our in-house courses.

Course Content

- Defining coaching and mentoring - what are the differences and similarities
- How we can use coaching and mentoring within an organisation
- Measuring the value of coaching and mentoring to individuals and organisations
- What potential barriers are there to an effective coaching and mentoring programme
- Understanding effective coaching and mentoring processes: GROW, TGROW, OSCAR
- Identifying the importance of reflective practice and supervision for effective coaching and mentoring
- Understanding values and ethics in a coaching and mentoring context
- Exploring the knowledge, skills and behaviours of an effective coach/mentor, including:
 - Agreeing coaching and mentoring contracts
 - Confidentiality in your coaching and mentoring practice
 - Building rapport
 - Listening
 - Questioning
 - Probing
 - Reframing
 - Challenging and supporting
 - Giving and receiving feedback
 - Identifying limiting beliefs
 - Key coaching and mentoring questions
 - Your internal and external communication
 - Keeping your coaching goal orientated
 - Note keeping and action planning
- Identifying communication theories and models which are helpful in your coaching and mentoring practice
- Identifying common pitfalls and how to overcome them
- Planning, preparing and goal setting for an effective organisational coaching and mentoring programme
- Measuring your own coaching and mentoring ability and reflecting on your own professional development

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and ILM Level 5 Certificate in Effective Coaching and Mentoring

ILM Assignments - Learning Outcomes

Assignment 1 **Understanding the Skills, Principles and Practice of Effective Coaching and Mentoring within an Organisational Context**

1. Understand the purpose of coaching and mentoring within an organisational context
2. Understand the knowledge, skills and behaviours required to be an effective coach or mentor
3. Understand the importance of effective contracting and management of the coaching or mentoring process

Assignment 2 **Undertaking Effective Coaching or Mentoring within an Organisational Context**

1. Be able to plan and prepare effective coaching or mentoring within an organisational context
2. Be able to undertake and record at least 18 hours of effective coaching or mentoring with a minimum of 2 and a maximum of 3 individuals
3. Be able to demonstrate and evidence ongoing reflection and review of own coaching or mentoring practice

Assignment 3 **Reviewing Own Ability as a Coach or Mentor within an Organisational Context**

1. Be able to holistically review their ability to perform effectively as a coach or mentor within an organisational context
2. Be able to develop a plan for their future professional development in coaching or mentoring

How your development is supported

4 Workshops	Half day - 3.5 hour Zoom workshops
4 Coaching sessions	One to one - 50 minute Zoom meeting
Continued support with ILM Level 5 Certificate qualification and completing the 3 assignments	

The half day workshops are group sessions carried out on set days, 4 weeks apart.

Cost

- 4 workshops, 4 coaching sessions and ILM Level 5 Certificate qualification - £1275 + VAT
- 4 workshops, 4 coaching sessions and ILM Endorsed programme certificate - £795 + VAT
- 4 workshops, 4 coaching sessions and all materials - £635 + VAT

ILM qualification includes ILM registration, ILM certification, study membership with The Institute of Leadership & Management, assignment support and marking.

About Blue Edge Training

We are a training and consultancy business, established over 20 years, with a team of highly skilled consultants who have real depth of experience in the public, private and third sectors. Our consultants and trainers specialise in the areas of leadership and management development, governance, strategy and organisational change, communication, volunteer management, senior mentoring and coaching. We believe that people are an organisation's biggest asset and are passionate about developing organisations through their people. We ensure that our interventions, whether short-term consultancy or longer-term training programmes, are engaging, cost-effective and inspiring.

Working with a wide range of large and small organisations in the public, private and third sectors, we are adept at bringing the best elements from each sector to inform our learning interventions.

Some of the organisations we work with

Shelter, Action for Children, Breast Cancer Now, Centrepont, Clear Strategy, Royal Armouries, Stanton Williams architects, The Hospital Club, Vulcan, University of Sussex, University of Birmingham Guild of Students, The Royal Foundation, The Royal Society, 38 Degrees, Imperial College Union, TKAT Primary Academy, Students' Union UCL, The Hepworth Wakefield, Paul Hamlyn Foundation, Foundling Museum and the Whitechapel Gallery.

ILM Approved Centre

ILM is the UK's leading provider of leadership, coaching and management qualifications, recognised in the UK and internationally. We offer nationally recognised qualifications from Level 3 to Level 7 in Leadership & Management and Coaching & Mentoring.

Blue Edge bespoke programmes

We can build a programme that meets your specific training needs and gain accreditation for delegates.

For further information

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