

ILM Level 5 Certificate in Effective Coaching and Mentoring Training

Duration: 5 Days

TCV: 16

Course Outline

Unit 1: Understanding the Skills, Principles, and Practice of Effective Coaching and Mentoring within an Organisational Context 8588-500

CV: 6

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

- Introduction to Coaching and Mentoring
- Differences Between Mentoring and Coaching
- Similarities Between Mentoring and Coaching
- Importance of Coaching and Mentoring
- Barriers to Coaching and Mentoring
- Organisational Benefits of Coaching and Mentoring

Module 2: Understand the Knowledge, Skills, and Behaviours Required to be an Effective Coach or Mentor

- Skills Coaches and Mentors Need
- Effective Communication for Effective Coaching
- Coaching and Mentoring Roles
- Responsibilities of a Coach
- Responsibilities of a Mentor

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

- Contracting in Coaching
- Coaching and Mentoring Processes
- Implementing Coaching and Mentoring in Organisation
- Steps in Coaching Process
- Mentoring Process

Unit 2: Undertaking Effective Coaching or Mentoring within an Organisational Context 8588-501

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

- Set Up a Mentoring Programme
- Mentoring Programme Design
- Steps to Start a Mentoring Programme
- Create a Culture of Coaching

Module 5: 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

- How Should Coaches Manage Record Keeping?
- Purpose of Record Keeping
- Practical Guidelines for Record Keeping
- Video and Audio Recordings • Data Protection
- Records Access and Security
- Reflective Practice

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

- Create Reflection in Coaching
- Continuous Professional Development Cycle
- Strategies and Techniques for Mentoring and Coaching
- Coaching with Feedback
- Coaching Feedback Model

**Unit 3: Reviewing Own Ability as a Coach or Mentor within an Organisational Context
8588503**

CV: 5

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

- How to Use Mentors for Measurement and Evaluation?
- Role of Mentors in Employee Performance Evaluation
- Employee Performance Evaluation Metrics
- Performance Coaching
- Evidence-Based Assessment
- How Do Learners Work Through an Applied Learning Activity?
- Coaching Models
- Ethical Behaviour in the Mentee-Mentor Relationship

Module 8: Be Able to Develop a Plan for their Future Professional Development in Coaching or Mentoring

- SWOT Analysis ○ Importance of SWOT Analysis ○ Write a SWOT Analysis ○ How to Do SWOT Analysis?
- Personal Development Plan ○ Create a Personal Development Plan ○ Benefits
- Continuing Professional Development (CPD) ○ Importance ○ Types ○ Recording Development ○ Benefits