



The Performance Development Coach Level 5 Certificate in Coaching and Mentoring

We can help you to:

- Use coaching to improve Performance
- Understand how coaching and mentoring will support business objectives
- Improve your effectiveness in the organisation
- Develop yourself and your team
- Support the development of a motivated workforce
- Build on best practice
- Create a positive working environment
- Learn in a supportive environment
- Develop your questioning and thinking skills
- Learn new tools and techniques which will develop your performance as a leader

Programmes Accredited by the Chartered Management Institute

These practical leadership programmes are designed to support managers, leaders, external and internal consultants who want to develop management coaching and mentoring skills, and the improvement of performance. This is not just a theoretical programme – the aim is to enable you to **be an effective coach**. Coaching is a skill and requires practise and belief.

The process for all the qualifications begins with a personal development needs analysis to identify your skills and competences against the requirements of the Certificate, Coaching and Mentoring, as well as looking at aspects of your personality, learning style and team role. You will use our Coaching Explorer© to explore your learning needs.

You will complete work based activities, assignments and, if you are working towards Diploma, a project. You will be involved in an Action Learning approach, which means that you will be expected to develop your thinking and skills about your real work, share your expertise and learning. *If you prefer, this programme can be achieved by individual coaching sessions (additional charge) – if you choose this option you will need a person to coach, or to meet up with other participants to have a chance to practise your coaching skills.* A key part of the programme will be keeping a learning log to help you to reflect on your learning as a coach/mentor.

All our programmes aim to support the individual and their organisation, the more the qualifications link with the organisational and individual needs the more successful and effective the programme is likely to be.

The Level 5 Award takes approximately 6 months, Level 5 Certificate approximately 9 months and it is expected that the

Chartered Management Institute

The Award, Certificate and Diploma in Coaching and Mentoring are relatively new qualifications accredited by the Chartered Management Institute. An important part of the qualifications is developing your underpinning knowledge of relevant theories

Membership of the Institute provides help with this by giving you: access to the largest management library in Europe; a full text online database of management topics; regular events organised through your local branch; the Journal; Professional Manager and special member offers.

As a member of the Institute you have the opportunity to become a Chartered Manager. See www.managers.org.uk for information.

How the programme operates

The programme has several key design features that reflect how managers learn most effectively. These include:

- Monthly workshops on specific topics (see overleaf for details)
- Materials to support your learning and to guide you towards the achievement of the Diploma in Coaching and Mentoring
- Practical coaching development and assessment
- Regular feedback and assessment against activities completed
- Telephone and email support from your advisor
- Individual coaching support to assist your progress
- Participants leave the programme at the point they have completed their qualification eg: Award, Certificate or Diploma

The programmes have been designed to ensure participants can take an incremental approach to their development.



How do I Join?

The starting point for any of these coaching programmes is to contact Action Development Group, by phone, or at the address shown overleaf. Once your eligibility for the programme has been confirmed you will sign up and off you go.

There may be funding available to support this programme please ask.

**Ring Debbi or Anita on 01772 679154 or
email: enquiries@adgroup.co.uk**



Award, Certificate and Diploma in Coaching and Mentoring – Level 5

Modules

Introduction to Coaching and Mentoring	A workshop to enable you to understand the concept and purpose of management coaching and mentoring. To practice your coaching skills and to understand some tools and techniques eg. Questioning techniques, and the GROW model. You will use a coaching competence matrix and a variety of tools to understand your personality, team role and learning style and begin to develop a PDP for the programme	▶ Overview
The Coaching and Mentoring Explorer – understanding self and others	Effective coaching is improved by your understanding of others filters and the patterns they use to understand the world. Learning styles, personality types, supporting the development of mental toughness and resilience as well as understanding emotional intelligence can all ensure you are effective as a coach, and of course, as a leader! This workshop will explore these areas.	▶ 5001V1
Introduction to Management Coaching and Mentoring	.The opportunity to explore coaching and mentoring in more depth and identifying how it can fit in with an organisation's goals and objectives. Exploring how coaching can help with alignment, engagement, empowerment are important aspects of the programme. Practical coaching skills of contracting and evaluating coaching will be developed	▶ 5014V1
Coaching and Mentoring and the Organisation	Through this module you will look at how the introduction of coaching and mentoring can be part of a culture change process for any organisation and how you can manage change effectively. You will focus on the culture of your organisation and how you can monitor and evaluate coaching and mentoring effectively. Practical coaching will focus on and Providing Feedback as a coach.	▶ 5015V1
Management Coaching and Mentoring Skills	This module requires you to look in more depth into the skills required as a manager in coaching and mentoring. You will explore the ethical framework required to support coaching and mentoring in your organisation. You will explore the Coaching Contract.	▶ 5016V1
Practical Coaching and Mentoring Skills	The focus of this module is understanding the practical tools and techniques used in coaching. You will understand the key issues in relation to developing relationships to support coaching practice. You will be able to develop coaching interventions to meet organisational needs.	▶ 5017V1 5018V1
Action Learning as a Development Tool	Action Learning is another method of developing others in the organisation. The skills required to facilitate action learning are very similar to those required of a coach/mentor. You will be required to lead an action learning group.	▶ 5019V1
<p>Assessment Methods: A number of methods will be used to assess throughout this programme. For some modules an assignment will be completed. To support a number of modules a Reflective Log will be completed and assessed. A practical assessment of coaching or mentoring will be carried out. For unit 5019 an oral presentation will be assessed and participants will lead an Action Learning session. For the Diploma you will complete a project see box below.</p>		
Project		
Developing a Coaching/Mentoring Project	Units 5017V1 and 5018V1 will be assessed by the development of a project linked to the the organisational needs and the implementation of coaching and mentoring to support these.	▶ 5017/ 5018

Please note: To achieve the L5 Award in Coaching and Mentoring you will complete Units 5001 and 5014 and a practical coaching assessment.

To achieve the L5 Certificate in Coaching and Mentoring you will complete Units 5001, 5014, 5015, 5016 and 5019 and practical coaching assessment, and lead an Action Learning Session.

For the Full Diploma you will complete all units, a practical assessment, lead an action learning workshop and complete a project