



## The Results Development (RD) Coach CMI L3 Award in Coaching and Mentoring

This programme has been designed to help you to develop your coaching and/or mentoring skills so that you can use them, as part of your leadership role, to achieve positive results

Many organisations are developing a 'coaching culture'. This is usually part of empowering others in the organisation and encouraging the workforce to develop their full potential

If you are a manager, leader, trainer, or person who has to achieve results through others, then this programme will help you to:-

- Understand what coaching is and how it can help you to achieve effective results
- Be clear about the benefits of coaching
- Develop your knowledge, understanding and skill as a coach
- Use coaching as a natural part of your work – using it in team meetings, appraisal, supervision, customer meetings – creating coaching conversations

The programme consists of 1 x 1 day and 4 x half sessions (2-3 hours depending on group size) supported by a module on each topic covered

We use action learning and NLP to support and develop learners. All our programmes start from your starting point - What is it you want and need to learn to become an effective coach? Early in the programme you will produce a Coaching Development Plan

As part of the development process you will be assessed practically and you will be required to complete a coaching assignment.

Throughout the programme you will be expected to keep a Learning Log of your coaching sessions – so that you can develop your reflective learning and practice as a

## Chartered Management Institute

The Chartered Management Institute NVQ Level 3 in management will be awarded to all participants successfully completing the programme. Membership of the Institute provides additional benefits including access to the largest management database in Europe and regular events and publications about and for managers.



## How the programme operates

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

- Workshops and coaching support
- Analysis of your coaching development needs
- Programme tailored to the needs of the group
- Modules to guide you to develop your thinking and coaching skill between sessions – and to use for reference after the programme
- Programme designed so that skills develop gradually as you practise your skills and understand the theory.
- A process that encourages you to achieve the results you need.
- Keeping a learning log to develop reflective skills



## The Chartered Management Institute

Throughout the programme you will be registered with the Chartered Management Institute – this will give you access to a wide range of support resources through their website at: [www.managers.org.uk](http://www.managers.org.uk)

The starting point for this exciting programme of development is to contact ADG, Contact details shown overleaf.



## The Results Driven Coach Programme – CMI Level 3 Award

<p><b>Introduction to Coaching and mentoring</b></p>	<p><b>A workshop that covers:</b></p> <ul style="list-style-type: none"> <li>• What is coaching</li> <li>• How will you use coaching</li> <li>• Questions to help you to coach effectively</li> <li>• Introduction of coaching skills</li> <li>• Using the GROW Model</li> </ul> <p>Using CMI to support your learning</p>	<p><b>Get Started</b></p>
<p><b>Understanding the Organisation</b></p>	<p>Through this module you will begin to understand the skills of coaching and mentoring and to practice your coaching/mentoring skills. You will have the chance to look at the importance of environment, ethics and values in coaching. You will identify your specific development skills and needs as a coach or mentor and produce a development plan. You will focus on the coaching skill of Building Rapport and Active Listening</p>	<p><b>Focus</b></p>
<p><b>Influencing Strategies</b></p>	<p>Understanding communication and behaviours, your own and others is crucial if you are to be an effective coach. The focus here is on how to build positive relationships, to gain commitment and to establish a partnership for coaching and mentoring. 'The person with the most flexibility in behavior has the most influence' is an interesting idea to focus on here! You will spend time on the coaching skill of Providing Feedback. Coaching can help you to deal with difficult situations – we will discuss how.</p>	<p><b>Impact</b></p>
<p><b>Motivating Others</b></p>	<p>What strategies can help others become more engaged and motivated? How do adults learn? These are key questions for any coach to understand.. This module will help you to understand motivation and learning theories that can support your practice as a coach. You will then need to spend time practising for the practical assessment of coaching.</p>	<p><b>What makes people tick?</b></p>
<p><b>Additional Programme Elements</b></p>	<p><i>Practical Assessment:</i> You will carry out a practical coaching session demonstrating skills against a competence model.  <i>Reflective learning:</i> Throughout the programme you will be expected to keep a learning log so that you can share your ideas and experiences of coaching and mentoring with others in the group.  <i>Action Learning</i> – our learning methodology is action learning – this is a way of ensuring that everyone participates and can put their learning into action back at work.  <i>Practical Assignment:</i> A way to measure your learning and achievement.</p>	<p><b>Learn</b></p>

Working with ADG will help you to build on your strengths and identify the development areas that will have the most impact on your future success

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