



# Personal Development

## Mentoring/Coaching (ILM Level 3 Award)

### Dates:

From Apr 29, 2019 to May 23 2019

### Course Duration:

2 days attendance + a professional practice set + preparation towards the assessed assignments

### Venue:

Dennett House, 11 Middle Street, Taunton, Somerset, TA1 1SH – this course can also be delivered on an in-house basis

### Description:

A two-day workshop for anyone with line management and team responsibilities. The programme includes an induction webinar, a pre-attendance self-assessment activity, 2 days of interactive theory and practice-based learning, a professional practice set and an assignment tutorial. You will also be provided with a course text book and access to a toolkit of coaching/mentoring resources authored by Prof D Clutterbuck

Day 1	29 April 19	9.30 – 16.30
Day 2	30 April 19	9.30 – 16.30
Professional Practice Set	23 May 19	10.00 – 12.00
Assignment Tutorial	23 May 19	12.00 – 13.00
Assignment Submission	24 June 19	

**Please note:** this is not a residential course and accommodation is not included

### Aim:

A qualification programme designed to provide team leaders and managers with the knowledge, skills and confidence to mentor/coach people as part of their normal working role. The course provides a good foundation for those new to mentoring/coaching or for more experienced mentors/coaches wishing to refine their techniques and gain a nationally recognised qualification

Supervision is an essential part of the ILM qualification and each participant is allocated 2 hours with a Supervisor to be used proactively and periodically in line with individual needs and in agreement with the Supervisor. Supervision can take the form of one to one meetings (if you travel to your Supervisor), telephone conversations, email or Skype interaction. You need to demonstrate in your assignments that this has been completed and be able to meet the assessment criteria relating to supervision.

### Content:

- The coaching/mentoring continuum
- Establishing your coaching/mentoring baseline
- Introduction to the GROW model and other coaching models
- Asking powerful questions
- An overview of learning theory
- Personal development and emotional intelligence
- Contracting, expectations, process, ethics, code of practice and boundaries
- Coaching/Mentoring skills, qualities and techniques

## TRAINING DETAILS

**Course Ref:**  
CP/19/760

**Closing Date:**  
18/03/2019

**Course Administrator:**  
training@swcouncils.gov.uk or  
call 01823 270101

### Related Courses:

- [Mentoring](#) Level 3 Award
- [Coaching](#) Level 3 Award
- [Coaching & Mentoring](#) Level 5 Certificate
- [Executive Coaching & Mentoring](#) Level 7 Certificate
- [Coaching Supervision](#) Level 7 Certificate
- [Introduction to Coaching](#)
- [Coaching Pool - Conference](#)
- [Coaching Pool – Supervision Session](#)
- [Coaching Pool – CPD Event](#)

*"Very enjoyable, personally rewarding and motivating course"*

*"The training, had a brilliant mix of theory and practice in a safe, relaxed environment"*

*"The knowledge, experience and skill of the two tutors was exceptional, they made the days fun, practical and valuable"*

Member Organisations: £595  
Non-Member Organisations: £695

(All prices subject to VAT. )

*"This programme is useful not only for coaches, but in everyday working life"*

- Communication and non-combative challenging strategies
  - Improving own practice through reflection and review
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## How is it assessed?

There are three assignments:

- **Assignment 1** - is a written submission that enables you to demonstrate your knowledge and understanding of the context and environment for effective workplace mentoring/coaching
- **Assignment 2** - is a record of the planning, delivery and review of at least 6 hours of mentoring/coaching practice
- **Assignment 3** - is a written submission that enables you to reflect on your performance as a mentor/coach

