

## **ILM LEVEL 3 QUALIFICATIONS IN COACHING AND MENTORING**

The ILM Level 3 “Award in Workplace Coaching for Team Leaders and First Line Managers” and the ILM Level 3 “Certificate for Professional Workplace Coaches” aim to provide practising and potential team leaders and first line managers with the knowledge, skills and confidence to perform effectively as workplace coaches as part of their normal work role. In addition the Certificate aims to equip participants seeking to move into a development role within their organisations or as a freelance workplace coach.

**The Award in Workplace Coaching for Team Leaders and First Line Managers** is a concise qualification made up of three mandatory units which introduce the key aspects of coaching in the workplace. In the first unit, “Understanding good practice in workplace coaching”, the role of the workplace coach is explored. Here participants assess their own ability to use a variety of interpersonal communication skills when giving effective feedback to learners. In “Organising workplace coaching” participants look at the range and value of different learning resources to support safe and effective coaching, alongside practical skills in how to monitor and record learner progress. In the final unit of the Award, participants plan and organise workplace coaching sessions, undertaking coaching and then monitoring/reviewing their own workplace coaching performance. This is a **5 day** programme delivered over a period of **6 – 8 months** to enable the required minimum **6 hours of coaching** practice to be carried out and evaluated.

Through the use of practical, engaging and participative exercises and activities you will be able to link practical management and coaching theories to relevant workplace practices and have the confidence to coach others at work and in your personal life.

**The Certificate for Professional Workplace Coaches** is aimed at participants who will be significantly involved in workplace coaching, either within an organisation or as a freelancer. Participants complete the same three mandatory units as in the Award above but also complete an additional unit, “Undertaking an extended period of supervised coaching in the workplace”. In this practical unit participants will develop and improve their workplace Coaching practice, planning, organising and evaluating at least 30 hours of coaching. (Please note participants are not required to undertake the Award in Workplace Coaching for Team Leaders and First Line Managers as a prerequisite and may join the Certificate for Professional Workplace Coaches directly.) This is a **5 day** programme delivered over a period of **10 – 12 months** to enable the minimum requisite of **30 hours of coaching** practice to be carried out and evaluated.

Additional half day workshops are also recommended throughout the duration of this one year qualification programme to support delegates through their coaching practice and continue to gain confidence and motivation and skills.

## By the end of these qualification programmes you will have

- 🎯 an understanding of the role of workplace coaching
- 🎯 planned and organised a structured workplace coaching programme for your staff which fits within your existing supervision and one to one meetings agenda
- 🎯 gained the skills, knowledge and confidence to coach and promote independent thinking in others
- 🎯 the coaching tools and techniques to assist you in your management role
- 🎯 gained the ability to communicate effectively and build trusting working relationships
- 🎯 gained the ability to improve the performance, motivation and engagement of your staff
- 🎯 gained the ability to deal with difficult situations in a measured and objective way
- 🎯 gained the ability to motivate, inspire, challenge and guide your team
- 🎯 completed a work-based assignment, reflective coaching diary and personal development plan
- 🎯 carried out workplace coaching practice, evaluating and monitoring your learning throughout
- 🎯 **gained a nationally recognised ILM Level 3 Qualification in Coaching.**

The nature of both these qualification programmes encourages a gradual deepening and understanding of skills and knowledge as the course progresses. This is a fully participative programme where learning will be gained through practical exercises, activities and work related discussions and coaching practice outside of the training days.