



Diploma in Coaching and Mentoring (Level 5)

We can help you to:

- 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

Programmes Accredited by the Chartered Management Institute and the Institute of Leadership and Management.

This management programme is designed to support managers in the development of management coaching and mentoring skills, and the achievement of business goals.

The process begins with a personal development needs analysis to identify your skills and competences against the requirements of the Diploma in 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 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. 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 qualification links with the organisational and individual needs the more successful and effective the programme is likely to be.

The Level 5 Diploma is positioned on the Management Framework and at this level it is expected that the full diploma will take approximately 12 months to complete.

Chartered Management Institute

The Diploma in Coaching and Mentoring is a new qualification accredited by the Chartered Management Institute. An important part of the qualification 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 including the Harvard Business Review; 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

The programme has been designed to ensure participants can take an incremental approach to their development.



How do I Join?

The starting point for this exciting programme of development is to contact Action Development Group. Contact details shown overleaf.

Once your eligibility for the programme has been confirmed you will sign up and off you go.

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. An opportunity to begin to practice your coaching skills and to begin to understand some tools and techniques eg. the GROW model	5014
The Coaching and Mentoring Explorer	You will now begin to assess your own development needs as a coach/mentor. You review your present skills against a coaching competence matrix and use a variety of tools to understand your personality, team role and learning style.	5001
Coaching and Mentoring and the Organisation	Through this module you will look at how the introduction of coaching and mentoring is a change process for your 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 in the organisation	5015
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.	5016
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.	5017 5018
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.	5019
<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. Finally, for unit 5019 an oral presentation will be assessed and participants will lead an Action Learning session.</p>		
<p>Project</p>		
Developing a Coaching/Mentoring Project	Units 5017 and 5018 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: It is possible to gain an Award in Coaching and Mentoring or a Certificate in Coaching and Mentoring if you just want to complete some elements of this programme – your advisor can discuss this with you further.

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