

# ILM Level 5 Certificate in Effective Coaching and Mentoring Virtual Programme Cohort 15

Developing the skills to help others through change, build their resilience, unlock potential and improve performance.

Delivered in  
partnership with



**WME believe in the power of coaching and mentoring to help develop others. Done effectively it can empower people to step out of their comfort zone, develop their resilience to face challenges and act as a transformation tool to bring about positive change.**

**Our ILM Level 5 Certificate in Effective Coaching and Mentoring is aimed at developing the coaching and mentoring skills of practicing or potential senior leaders.**

The programme provides a great opportunity to develop your leadership capability and skills, adding to your repertoire approaches to deliver 1:1 and group coaching as well as 1:1 mentoring.

## What to expect from the programme

By investing in the development of your coaching and mentoring skills both you and your organisation will see positive benefits.



### Personal benefits



#### Through the programme you will:

- Understand and learn how to apply coaching, mentoring, leadership and learning models and theories
- Advance your coaching and mentoring skills through practice and observation
- Be challenged and supported in improving personal performance
  - Be able to self-evaluate your skills and qualities as a coach/mentor
- Understand how organisational objectives can be met through coaching and mentoring
  - Plan, deliver and review coaching and mentoring within your workplace
- Gain insight and knowledge sharing with colleagues across the West Midlands region

### Organisation Benefits



**Leaders with well developed coaching skills positively improve people's performance, resilience and ability to adapt to changing circumstances.**

This in turn adds pace and innovation to your organisation by increasing capacity within teams, bringing confidence to explore and develop new ideas, releasing the tensions of change which enables people to think positively about the future.

Having leaders as coaches has a wider and lasting impact across the whole of the organisation as it develops a constructive culture where positive coaching approaches and conversations are used in everyday business not just in a formal coaching setting.

An additional benefit for both individuals and organisations is that it provides a route to join the West Midlands Coaching and Mentoring Pool or your organisation's internal pool (See more details on page 5).

## Who should attend?

### If you are...

- A practicing or potential senior leader
- Wanting to make a valuable impact within your team or wider across your organisation
- Looking to develop a skill set that allows you to work constructively and positively whilst managing challenging day to day decisions
- Keen to gain an in depth understanding of coaching and mentoring and apply these skills

### ...then this programme is for you.

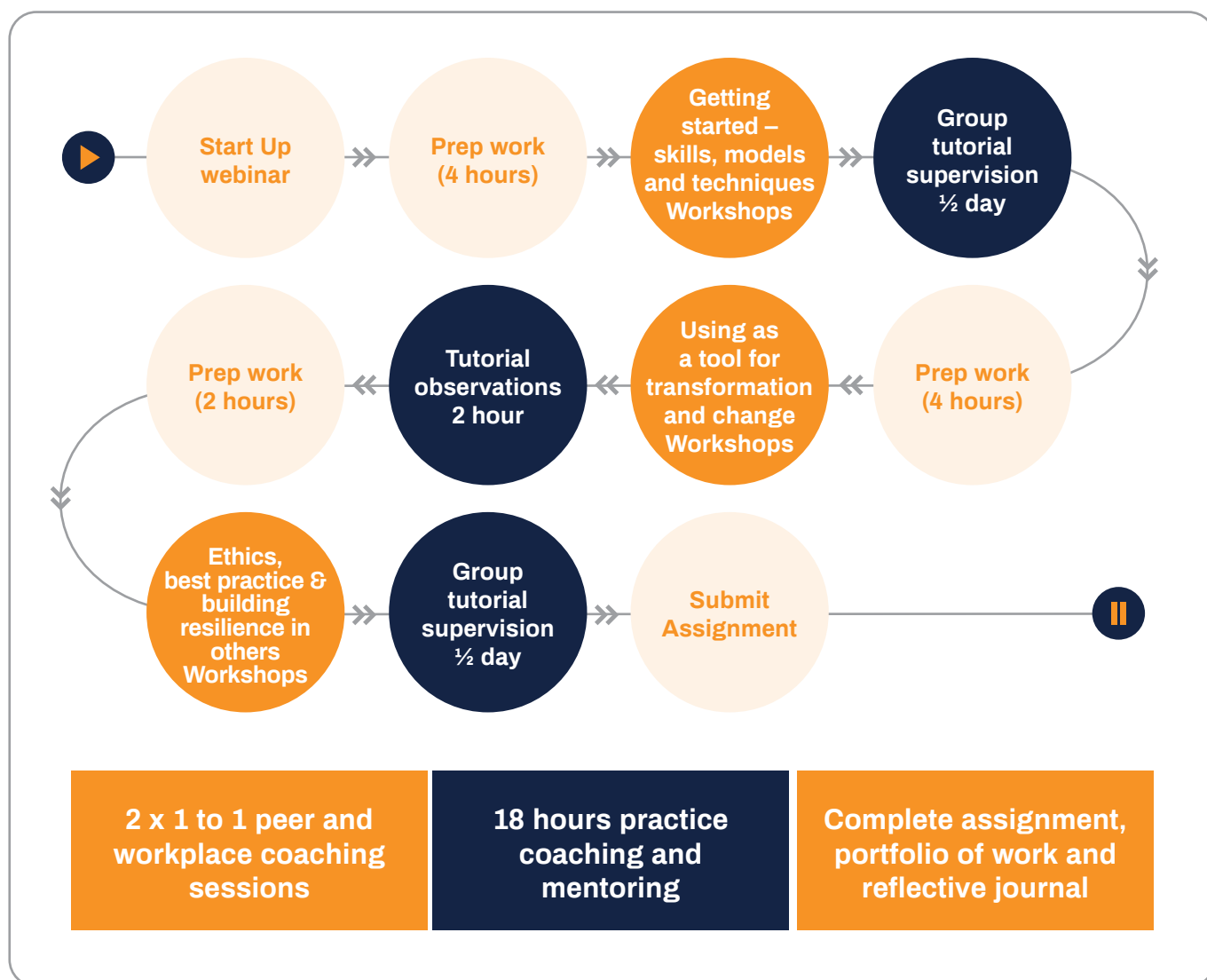
The programme qualification is designed for people who will have significant responsibility for effective coaching and mentoring as part of their daily role within an organisational context.

## Duration

This 10 month programme requires you to:

- Attend a virtual induction session
- Attend virtual workshops
- Join 2 virtual Group Supervision sessions
- Receive 2 hours of tutor observation of peer coaching
- Complete assignments, pre-session reading and tasks
- Carryout 18 hours of practice coaching

## Elements of the programme



The practical nature of this course means that you will apply what you learn by coaching and mentoring real clients. From the outset, you will need to identify colleagues to work with achieve the hours of practice required for the qualification. However, some of the practice hours will be achieved through observed peer to peer coaching and mentoring with participants on the programme.



## To gain the ILM qualification:

The qualification is awarded following attendance at all the programme events, a minimum of 18 hours coaching and mentoring practice and the successful completion of one assignment; a portfolio of your 18 hours of recorded coaching and mentoring practice and a reflective journal.

### Delivery Approach

Our approach to develop you as an effective coach and mentor includes:

- Interactive learning and tutor demonstrations
- Real life work discussions with practical tips and solutions
- Latest thinking by exploring models and techniques to optimise performance
- Plenty of skills practice and feedback through 1:1, group and peer coaching
- Resources to support learning and application to work
- Tutorial supervision and guidance

### Enhancing your learning through receiving coaching, observation, and action learning

Research has shown that “training alone provides 22% performance gain but training alongside coaching increases that to 88%”<sup>1</sup> ...so we are not only going to train you as coaches, you will also benefit from receiving coaching as part of the programme to make the most of your learning.

You will also have observed coaching and mentoring sessions with feedback from an experienced coach. This may sound a bit daunting, but how do you know

how you are doing if no one tells you? This is an invaluable feature of the programme to really enable you to hone your skills.

We also use a group coaching approach in the group tutorial supervision sessions in between workshops, enabling you to share issues, concerns and work together to build a range of options/solutions/ approaches that meet these needs. This approach enables you to give and receive feedback from other participants, embedding a coaching culture and further developing your skills.

<sup>1</sup> Olivera et al

### Continuing to develop and make the most of your new skills

You may choose to complete this programme for 3 reasons:

- Your own personal development
- To join your organisation’s internal coaching and mentoring pool
- To represent your organisation as part of the West Midlands Coaching and Mentoring Pool

The **West Midlands Coaching and Mentoring Pool** is network of a practicing or potential senior leaders from public sector organisations who are trained in advanced coaching and mentoring skills. These employees are deployed free of charge across subscribing organisations to help develop staff and build capacity. With around 100 coaches and mentors in the pool it provides fantastic opportunities to continue applying and developing your new skills once you have gained your qualification.





## What does it mean to be a member of the West Midlands Coaching and Mentoring Pool?

Being a member in the West Midlands Coaching and Mentoring Pool means you become part of a nationally recognised, innovative network that share best practice and provides opportunities to coach and mentor within different organisational contexts.

### Benefits

An established shared service and successful partnership providing coaching and mentoring to managers up to director level - allowing you to utilise your coaching and mentoring skills

- Fantastic networking opportunities within a unique coaching community of 100 + coaches and mentors in the local government and wider public sector arena
- Access to support and resources from leading coaching organisations
- 2 FREE CPD and supervision sessions per year - providing you with essential support to keep your coaching practice safe and effective
- A substantial discount on the fee for the annual Coaching and Mentoring Pool Conference keeping you up to date on the latest coaching techniques
- Opportunity to access free coaching and mentoring for yourself
- Access to 121 support with experienced coaches and WME
- A chance to contribute to the continuing development of our innovative programme

## Purpose of the role

To volunteer as a coach or mentor for employees of organisations belonging to the West Midlands Coaching and Mentoring Pool partnership, where the target audience for coaching and mentoring is, but not exclusively, for individuals who:

- Are involved and leading staff through transformation and change programmes
- Have been given more responsibility/changed roles as a result of restructures
- Are taking on something new; a new project or service review, new team, new role or are new to management or to the organisation
- Are returning from a period of long term leave (i.e. sickness, maternity, career break)
- Are looking to improve change management, communication style, relationships with colleagues and building staff morale

## Commitments

By committing to volunteer as a coach or mentor on behalf of the WMCMP you will:

- Attend an induction session to understand your role and responsibilities within the pool
- Dedicate 25 hours per annum to coach or mentor employees of participating organisations
- Attend 2 free coaching CPD and supervision sessions annually (one every 6 months)
- Be expected to provide information to the WMCMP and maintain your personal information in the WMCMP Matching Site

If you need support convincing your line manager of the benefits of joining the pool on completing your qualification, please get in touch and we can send you a Managers guide.



## Eligibility to join the pool

If you work for an [organisation that subscribes to the WMCMP](#) and have been endorsed to join because you meet the following criteria; on successfully gaining your qualification you will be eligible to join the pool.

Role:	Coach	Mentor
<b>Background:</b>	<p>Participants should be practicing or potential senior managers and individuals who are seen as leaders and role models in their organisation.</p> <p>It is preferred that participants have prior experience of people management or within an HR domain.</p>	<p>Participants should be senior managers or subject matter experts who are seen as leaders and role models in their organisation and want to put themselves forward to offer their expertise and encouragement to managers of the future.</p> <p>Expertise can be within their profession or experience in a leadership or political role.</p>
<b>Skills and abilities:</b>	<p>Capability to deliver performance or executive coaching within the public sector to managers and specialist officers up to director level.</p> <ul style="list-style-type: none"> <li>• Communication skills               <ul style="list-style-type: none"> <li>• Listening</li> <li>• Questioning</li> <li>• Feedback</li> </ul> </li> <li>• Corporate knowledge and organisational development theory</li> <li>• Management/leadership knowledge</li> <li>• Application of personal development and self awareness tools</li> </ul>	<p>Capability to share experience and expertise including successes and failures to help individuals consider different avenues and options.</p> <ul style="list-style-type: none"> <li>• Communication skills               <ul style="list-style-type: none"> <li>• Listening</li> <li>• Questioning</li> <li>• Feedback</li> </ul> </li> <li>• Provide networking opportunities</li> </ul>
<b>Other Factors:</b>	<p><b>Beliefs and Attitudes:</b> Believe that others can change and develop, values diversity, demonstrates empathy, provides appropriate challenge and hands over to someone else where appropriate.</p> <p><b>Self:</b> Can commit the time to coach/mentor, has confidence in their coaching/mentoring abilities, has high level of self awareness, self management, integrity and commitment to ongoing development.</p> <p>Able to travel to other public sector organisations within the Coaching and Mentoring Pool Partnership to provide coaching and/or mentoring.</p> <p>Secured agreement and support from appropriate manager in own organisation to provide coaching or mentoring.</p> <p>Able to undertake necessary Continued Professional Development activities relevant to coaching or their area of expertise.</p>	

## ILM 5 Effective Coaching and Mentoring Programme

### Key Information

#### Maximum Number of Participants

There are 12 spaces available on this ILM programme

Places will be prioritised for individuals looking to join the West Midlands Coaching and Mentoring Pool

### Learning Outcomes

The programme enables individuals to:

- Be able to assess your own skills, knowledge and behaviours as a coach and mentor
- Know how to manage the coaching or mentoring process within an organisational context to provide professional 1 2 1 coaching
- Deepen your understanding of how the organisational context can affect coaching or mentoring
- Plan, deliver and review your coaching and mentoring
- Plan your future development in coaching or mentoring



## Programme Dates

Dates	Time	Activity
13th September 2021	2.00pm – 3.00pm	Kick start Induction Webinar
12th October 2021	Group facilitated virtual learning via Zoom – 5 hours	Virtual Workshop 1
13th October 2021	Group facilitated virtual learning via Zoom – 3 hours	Virtual Workshop 2
16th November 2021	Group facilitated virtual learning via Zoom – 5 hours	Virtual Workshop 3 Submit Unit 500: Principles and Practices of effective coaching and mentoring
19th January 2022	Group 1: 9.30pm-11.30pm Group 2: 1.30pm-3.30pm (choice of either am or pm session)	Group supervision (1)
15th February 2022	Group facilitated virtual learning via Zoom – 5 hours	Virtual Workshop 4
23rd March 2022	Group facilitated virtual learning via Zoom – 4 hours	Virtual Workshop 5
25th April 2022	Groups and times agreed at workshop 1 (1.5hr per sessions)	Virtual Tutorial observational supervision triad peer coaching sessions
5th May 2022	Group 1: 9.30pm-11.30pm Group 2: 1.30pm-3.30pm (choice of either am or pm session)	Group supervision (2) Submit Unit 501: Portfolio of Evidence for 18 hours of coaching/mentoring practice
7th June 2022	Webinar: 2 hours via Zoom	Webinar Masterclass: Ethics of Coaching with K. St.John Brooks
21st June 2022	Group facilitated virtual learning via Zoom – 4 hours	Virtual Workshop 6
22nd June 2022	Group facilitated virtual learning via Zoom – 1 hour	Guidance Webinar for Reflective Journal
5th July 2022	Session times agreed at workshop 1 – 45 mins personalised and confidential call	Virtual Zoom/Telephone 1 to 1 supervision
End July 2022		Submit Unit 503: Reflective Journal Ongoing remote support & guidance
End July 2022	Receive Certificates	Receive your ILM L5 Effective Coaching and Mentoring qualification

### Delegate fees

#### WMCMP Subscribing Organisations:

£1475 plus VAT per delegate

#### WME Member Organisations:

£1575 plus VAT per delegate

#### WME Non-Member Organisations:

£1900 plus VAT per delegate

For more information about the programme or your eligibility to join the WMCMP, please contact the WME team via [info@wmemployers.org.uk](mailto:info@wmemployers.org.uk)

To Book

