



ILM 5 CERTIFICATE IN COACHING AND MENTORING – 2020/21 Programme

**A qualification offered by Lois Burton Ltd recommended supplier to the
University Of Manchester and the General Medical Council**

Develop your expertise and accredit your experience as a professional coach and mentor.

Who is this qualification for?

These qualifications are for managers and those with significant responsibility for effective coaching and mentoring as part of their daily role within an organisational context. They are also ideal for individuals who wish to move into a development role or start a career as a freelance coach or mentor.

Results for you

- 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
- 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

Impact for your organisation

- Ensure the individuals you develop as effective coaches and mentors are equipped with the skills, knowledge and understanding required
- Develop a coaching and mentoring culture so that individuals can improve their performance and organisational productivity

What is involved?

ILM Minimum Requirements

16 Learning Credits Equivalent to 160 learning hours of which a minimum of 42 hours will be guided learning

Breakdown Of Required Elements And Learning Hours

Induction session	3 hours	(Guided Learning)
4 x full day modules	24 hours	(Guided Learning)
3 x ½ day Coaching Development Groups (based on action learning principles)	9 hours	(Guided Learning)
3 x 1-1 tutorials per learner	3 hours	(Guided Learning)
3 x online masterclasses	4.5 hours	(Guided Learning)
1 x Supervision Session	1 hour	(Guided Learning)
Coach Practice	18 hours	
Setting up and preparing For coach practice	15 hours	
Reflective Learning and Development Of Coaching Diary	28 hours	
Preparation, research, writing and submission of work based assignment	33 hours	
Self Directed Learning	22 hours	development of a bank of

coaching resources, engaging with virtual resources, contribution to group learning and personal research

TOTAL 161.5 hours of which 44.5 are guided learning hours

Outline Of Planned Content

½ day induction which will introduce the programme and allow space for delegates to understand the programme, its structure, how they will be assessed and supported. Also what the nature of executive and leadership coaching and mentoring within the candidates' organisations will look like and how this can be measured.

4 x 1 day modules which will build body of coaching and mentoring skills and knowledge.

3 x ½ day coaching development groups primarily focused on developing coaching skills and including observed practice

Modules include substantial amounts of practice and feedback from both tutors and other delegates. Delegates will also participate in coaching demonstrations and practice in both small groups and "goldfish bowl setting" in modules three and four.

Delegates will also be required to practice 18 coaching hours with real clients over the course of the programme and keep a record of their coaching sessions and self reflections.

The Level 5 Programme also includes one coaching supervision session with a qualified coaching supervisor and this will be built into the programme.

Assessment methodology:-

- Delegates will be asked to keep a Coaching Reflective Diary to record their coaching practice - this will be monitored by the tutors, and candidates will be given ongoing feedback on their progress. They will need to commit to doing a minimum of 18 coach practice hours in total plus the coach practice on the modules.
- There is also a work based assignment which will be part of the assessment.
- Each candidate will have a personal tutor and be offered 3 x 1 hour tutorials during the programme to assist with the completion of the diary and assignment and to help with any individual challenges.
- There will also be a coaching supervision session with a qualified coach supervisor
- Observed practice sessions with feedback will be run on each module and within the coaching development groups
- There will also be a requirement for self directed learning including reading, contribution to group learning online, developing a bank of coaching resources and tools and personal reflection following feedback.

Dates of 2020/21 Programme Cohort 2

2020

- Induction 10th November (1/2 day am)
- Workshop 1: 16th December (full day)

2021

- Coaching Development Group 1: 13th January (1/2 day pm)
- Workshop 2: 4th February (full day)
- Coaching Development Group 2: 23rd February (1/2 day am)
- Workshops 3 & 4 3rd & 4th March (full days)
- Coaching Development Group 3: 16th March (1/2 day pm)

Venue : Online/Central Manchester (To be confirmed). The programme will be delivered online initially which has been very successfully achieved with other cohorts and move to a blended approach with appropriate sessions delivered in person once it is safe and feasible to do so.

Total Cost £2,597.00 plus VAT :

If you book by 30th September 2020 you will pay

£2, 097.00 plus VAT (£500.00 discount)

Lois Burton Ltd
10th Floor
3 Hardman Street
Spinningfields
Manchester M3 3HF
Telephone : 0161 932 1551 : Email : lois@loisburton.co.uk
www.loisburton.co.uk