

ILM Certificate in Coaching & Mentoring

Who is this Certificate suitable for?

The Certificate in Coaching & Mentoring gives practising and aspiring managers and consultants the opportunity to develop in their role as a coach or mentor. They will gain a detailed understanding of the coaching role, the knowledge and skills required to implement a programme of coaching or mentoring for individual clients and the opportunity to put this into practice in their workplace/role.

The qualification is designed for the following:

- Practising and aspiring managers
- HR Consultants
- Individuals managing large teams
- Individuals managing virtual teams of employees
- Individuals dealing with change in the organisation
- Individuals moving into a personnel development role
- Managers with significant responsibility for coaching & mentoring within their day to day role.

Benefits for Individuals

- Get a critical understanding of the role and responsibilities of the workplace coach and mentor
- Deepen your understanding of how coaching and mentoring can impact on an organisation
- Be able to assess your own skills, behaviours and knowledge as a coach and mentor
- Apply your learning to your workplace through workplace assessments and coaching practice
- Provide evidence of your own development as a coach and mentor through the qualification.

Benefits for Employers

- Ensure the managers you develop as coaches or mentors are properly equipped with the skills, knowledge and ethical understanding they need
- Develop managers who are focused on achieving tangible impacts for your organisation
- Create a coaching and mentoring culture in your organisation, so that managers are able to provide effective support for the development of others and improve their performance.

Mandatory Units

1

The first unit, **“Understanding the skills, principles and practice of effective management coaching and mentoring”** enables learners to understand the role and contribution of coaching and mentoring, and build a business case.

2

The second unit, **“Reviewing own ability as a management coach or mentor”** gives learners the ability to critically review their own personal qualities, skills and competence.

3

The third unit, **“Undertaking Management Coaching or Mentoring in the Workplace”** requires learners to demonstrate their ability to plan, deliver and review at least 12 hours of coaching and mentoring in the workplace.

LEVEL 6



Indicative Course Content

Understand the purpose of coaching & mentoring within an organisational context

Understand the skills, behaviours, attitudes, beliefs and values of effective coaching & mentoring

Understand the role of contracting and the process to effectively coach & mentor

Understand the principles of effective coaching and mentoring in practice and how to evaluate the benefits

Assess your own skills, behaviours and knowledge as a coach and mentor

Critically review and reflect on the effectiveness of your own practice as a coach and mentor

Demonstrate how you have developed and how you plan to develop in the future as a coach and mentor

Plan and prepare for management coaching and mentoring programmes based on identified developmental needs and goals

Undertake and record at least twelve hours of formal coaching and mentoring activity with one or more clients

Reflect and review own management coaching and mentoring practice

Duration & Delivery

- 3 month duration
- 5 days in-house training including 1 day group evaluation follow & review after 30 days
- 12 hours of coaching practice
- Online support videos
- E-learning portfolio
- Access to ILM learning & development portal
- Mentoring & tutorial support
- Learner plans that involve self-learning, team-work, case studies and assignments
- Participants must plan and carry out at least 12 hours of coaching, with supervision and support.

ILM Certification

Upon completion of the program and assessment, each learner will be awarded with their **“Certificate in Coaching and Mentoring”** and membership to ILM. These elements have been designed in order to show to ILM that you are able to put the skills and techniques learned on the programme into practice. Career & Life Planning offers full support and guidance in completing these final elements.

ILM membership brings access to a wide range of online resources, news and information that have been specially selected to support management learning and development.



LEVEL **6**



About Career & Life Planning

Career & Life Planning is a professional training & coaching company founded and managed by Joe Delaney. Joe is a qualified coach and former Recruitment Director with BDO. The company provides many management, leadership and personal development programs for different groups and individuals within the labour force.

We have developed a bespoke Coaching Methodology called the “5 Steps to Success” (supported by Enterprise Ireland) which is now established as a fresh new approach to faster and improved employee engagement while also ensuring individuals get work-life better..then balanced.

Career & Life Planning is an Approved Centre for the Institute of Leadership & Management; Channel Partner with Franklin Covey for Management & Leadership Development Programs and licensed facilitator for “The 7 Habits of Highly Effective Teenagers”.

We select only “best in class” trainers and coaches to work with us on selected assignments and use a bespoke Learning Management System to create real return on investment for all our training.

About ILM

The Institute of Leadership & Management (ILM) is the UK’s largest management body, combining industry-leading qualifications and specialist member services. It is the awarding body for Leadership & Management qualifications and the professional membership body for leaders and managers in the UK.

Their qualifications are practically based and designed to enhance the individuals knowledge and skills to succeed in their role.

ILM forms part of the City & Guilds Group, and their primary purpose is to improve the standards of leadership and management in order to drive social and economic prosperity. They work with organisations of all shapes and sizes to define, develop and embed the leadership and management capability they need to succeed.

Contact Career & Life Planning

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Guide to Awards

In the UK, this internationally recognised course is accredited to the UK Qualifications and Credit Framework (QCF) as a Level 5 Award.

In Ireland, this award is recognised on the National Framework of Qualifications (NFQ), as a

Level 6 Award.

