

ILM Level 5 Certificate in Coaching

Who is this Certificate suitable for?

The Certificate in Coaching is ideal for individuals seeking to develop the tools, knowledge and confidence to use multiple coaching skills with people as part of their normal working role.

It is designed for:

- First line Management roles, including Team Leaders, Supervisor and First-Line Managers.

Benefits for Individuals

- Know what it takes to be an effective coach in the workplace
- Understand how coaching works - learn multiple coaching models
- Put new skills into practice for your job as part of workplace coaching assignments
- Analyse, assess and plan to improve your own coaching ability.

Benefits for Employers

- Implement coaching to improve performance in the organisation
- Ensure the managers you develop as coaches are properly equipped with the skills, knowledge and ethical understanding they need
- Develop a coaching culture in your organisation by developing your managers as truly effective coaches.

Mandatory Units – *There are three mandatory units in this qualification.*

1 The first unit, **“Understanding good practice in workplace coaching”** covers the role of coaching, basic coaching processes and the abilities and qualities individuals need to be a good coach.

2 The second unit, **“Reflecting on workplace coaching skills”** will give learners tools to analyse and improve their own performance as a coach.

3 The third unit, **“Undertaking an extended period of coaching in the workplace”** requires learners to plan and carry out at least 36 hours of coaching for a deeper level of skill and experience. Supervision and support is included.

LEVEL 5



Indicative Course Content

Understanding Good Practice in Workplace Coaching

Understand the core competences of effective workplace coaching

Understand the process and content of effective workplace coaching

Reflecting on Workplace Coaching Skills

Assess your own abilities and characteristics as a workplace coach

Reflect on your own communications and interpersonal skills when coaching

Summarise coaching reflections and plan future development

Understanding an Extended Period of Coaching in the Workplace

Plan and organise workplace coaching sessions

Undertake at least 36 hours of effective workplace coaching activity

Collect feedback from coaching clients on own performance

Know how to use tutorial supervision to develop and improve own coaching practice

Plan own continuing development as a workplace coach

Duration & Delivery

- 4 Full Days Training
- Online Support Videos
- E-learning Portfolio
- Access to ILM learning portal online library for 12 months
- Mentoring & Tutorial Support
- Learner plans that involve self-learning, team work, case studies and assignments
- Plan and carry out at least 36 hours of coaching, with supervision and support.

ILM Certification

Upon completion of program and assessment, each learner will be awarded with their **“Certificate in Coaching”**. 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.

Learners get 12 months study membership with ILM which brings access to a wide range of online resources, news and information that have been specially selected to support management learning and development.



LEVEL **5**



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 award 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

PHONE: + 353 (0)91 700 220

WEB: www.calp.ie

EMAIL: info@calp.ie

Guide to Awards

In the UK, this internationally recognised course is accredited to the UK Qualifications and Credit Framework (QCF) as a Level 3 Award.

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

Level 5 Award.

