

ILM Diploma in Coaching & Mentoring

Who is this Diploma suitable for?

The Diploma in Coaching & Mentoring is an ideal qualification for managers with significant responsibility for coaching and mentoring as part of their day-to-day role. It is designed to provide the learner with the tools to influence, guide & develop those around them.

The qualification will help those who;

- Manage large teams
- Manage virtual teams of employees
- Deal with change in the organisation
- Moving into a personnel development role.

This qualification provides the necessary skills required for managers to be highly effective and knowledgeable when dealing with employees, clients and management.

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
- Provide evidence of your own development as a coach and mentor through the qualification
- Plan your further development.

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 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 an extended period of management coaching or mentoring in the workplace”** requires learners to demonstrate their ability to plan, deliver and review at least 100 hours of coaching and mentoring in the workplace.

LEVEL 6



Indicative Course Content

What is Coaching?	How People Learn	The Role of Coaching	Advantages of Coaching
Proven Coaching Techniques (Johari Window, Wheel of Life etc)	Self-Awareness	Coaching Styles	The GROW Coaching Process
Critical Thinking & Decision Making Skills	Devising 'Options'	Barriers to Effective Coaching	Setting Goals & Objectives
Building Rapport	Developing Listening Skills	Asking Questions	Giving Supportive Feedback
Negotiation Skills	What Makes a Good Coach?	Coaching Skill Requirements	Using Empowerment to Motivate Staff
Barriers to Performance	Individual Coaching Plans	Leading Self & Others to Higher Performance through Coaching	Embedding Coaching into your Organisation

Duration & Delivery

- 6 months duration
- 5 days initial training in-house including 1 day group evaluation & review in-house after 90 days
- 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 100 hours of coaching, with supervision and support.

ILM Certification

Upon completion of the program and assessment, each learner will be awarded with their **"Diploma 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 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

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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.

