



Outline Programme for the delivery of:

ILM L5 Certificate in Effective Coaching and Mentoring Qualification

The Development Partnership ILM Level 5 Effective Coaching and Mentoring Programme Approach

Our offer: We are delighted to provide an outline approach for the delivery of our highly successful ILM L5 Certificate in Effective Coaching and Mentoring Programme which gives you an internationally recognised coaching qualification. To date, we have trained over 300 professional managers and personnel to become accredited coaches and we are extremely proud of our track record and the excellence and rigor we bring to the producing competent and confident leaders who can operate as professional coaches in the workplace. This document provides you with the essential information you need to make your decision in why choose The Development Partnership as your preferred ILM provider to run this professional qualification for you.

ILM Coaching and Mentoring qualifications: The Development Partnership is proud to be an accredited and successful Institute in Leadership and Management (ILM) centre that has been awarded direct claims status by the ILM. Our focus is on highly practical and experiential 'self-managed learning by doing' as well as engaging and inspiring workshops. Your programme will ensure that the techniques and skills you learn help you and your coaching clients address real work-based challenges. Our deep understanding of running this qualification enables us to incorporate flexibility into the programme approach to ensure it has complete relevance and applicability for you.

Our clients include: DPD UK Sales Team, West Midlands Employers, Macmillan Cancer Support, South West Fire and Rescue Services, Staffordshire County Council, Stoke on Trent College and an open programme for Educational Specialists / Senior leaders in Education.

The package: As an accredited ILM centre we provide the complete package of necessary programme support: this includes registering participants with ILM; ILM induction briefings; dedicated materials to support the programme; delivery of face to face training and group supervision using our accredited tutors who are professional coaches and consultants themselves; and we provide face to face, telephone and email support to help participants with assignments and work-related learning. This ensures the participant learning experience fully satisfies both your organisation's expectations and the ILM qualification criteria.

Materials: Participants receive all the relevant programme resources, tools, templates and theoretical research to fully meet the qualification requirements. This is accessed via our own dedicated ILM Learning Zone which supports the ILM programme; resources are comprehensive and are aimed at reducing the time and effort in you having to source relevant theoretical principles and knowledge to meet the Level 5 assessment criteria. For example including your organisational business case and strategy for coaching that underpins your leadership and coaching ethos.

Programme support: Our team guide you through the whole process to help you to satisfy the ILM criteria. Our tutors are friendly, supportive and accessible throughout the programme, helping you to become confident and competent coaches. We also encourage a peer coaching/buddy network to help you fully engage with the learning and motivate you to complete all 3 ILM Unit submissions.

ILM L5 Certificate in Effective Coaching and Mentoring Objectives and specification

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

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

Our Programme approach

We tend to deliver the workshops at the weekend to enable you to attend the events outside of school hours. Also given the impact of Covid-19 we have the capability of delivering some or all of the programme virtually via Zoom.

This 9 month programme is stimulating and challenging, and includes the development of essential and in-depth knowledge, skills and confidence to perform effectively as coaches and mentors. Participants engage in collaborative learning workshops, reflective learning, and elements of distance learning.

The programme is ambitious. It will seek your time, involvement and commitment to study for a minimum of 9 hours distance learning; 4 days of workshops, 2 x days of group tutorial supervision, 2 hours of observed peer coaching and includes 1 hour of tutorial supervision (a mix of face to face and remote). There is a lot of ground to cover and plenty of learning to be gained from personal study, input, experiences, reflection and reviews.

The DP Learning Zone – Bookshelf section – provides you with 3 essential resource packs that are participants first point of reference to learning and to applying their skills and knowledge to coaching and mentoring. These resources support their 18 hours of practice in the workplace; reflection of coaching and mentoring discussions; and completion of the 3 ILM Units.

ILM Units and assignments

To qualify for the ILM Level 5 Certificate in Effective Coaching and Mentoring, the ILM expects learners to meet the aims and objectives of the qualification by satisfying three mandatory Units.

ILM Unit 500	Understanding the skills, principles and practice of effective management coaching and mentoring within an organisational context
	<ul style="list-style-type: none"> Understand the purpose of coaching and mentoring within an organisational context Understand the knowledge, skills and behaviours required to be an effective coach or mentor Understand the importance of effective contracting and management of the coaching or mentoring process
ILM Unit 501	Undertaking effective coaching or mentoring within an organisational context
	<ul style="list-style-type: none"> Be able to plan and prepare effective coaching or mentoring within an organisational context To undertake and record at least 18 hours of effective coaching or mentoring with 3 clients Be able to demonstrate and evidence ongoing reflection and review of own coaching or mentoring practice
ILM Unit 503	Reviewing own ability as a coach or mentor within an organisational context
	<ul style="list-style-type: none"> Be able to holistically review their ability to perform effectively as a coach or mentor within an organisational context Be able to develop a plan for their future professional development in coaching or mentoring

ILM Assessment Strategy

- All 3 ILM Units are assessed and marked by DP Centre as a qualified ILM assessment centre; as well as internal and external verification by an ILM Verifier.
- Workshop activities, pre-work and participants observed coaching and mentoring practices are not assessed.

There are 4 essential ingredients that make our programme so successful:

- **Our tutors are enthusiastic, professional and competent** coaching practitioners who bring their coaching experiences into the learning environment. We make learning fun and practical with tutors performing coaching demonstrations and telling stories and anecdotes to build reality and value of what makes a great coach and how best to develop potential in others;
- **Our programme resources and dedicated online Learning Zone** are specifically designed to support learners with the essential reading, tools, templates and guidance to complete the ILM submissions and 18 hours coaching/mentoring practice. This allows them to focus their time, effort and commitment on getting done what's needed to successfully achieve the qualification in the delivery timeframe we agree with our clients.
- **Boundless tutor support in assignment completion** to support learners through intensive study, via face to face, email and telephone support. Julia is lead tutor/assessor and has the knowledge, pragmatism and enthusiasm to help learners complete with ease.
- **Our tutorial supervision provides learners with regular feedback** from observed practice and group tutorial events that encourage every participant to learn and share coaching experiences. DP develop managers into great coaches, who become even more effective leaders, able to deal with difficult issues and manage others in your challenging and changing fast paced environment.

Testimonials

"A life-changing experience...the quality of training is exceptional; a wonderful blend of deep theoretical learning and the development of coaching skills. Julia and Leonie balance high levels of support and encouragement, with accountability and challenge. I have flourished professionally, developed in confidence and established a coaching network across our federation that is already affecting cultural change." Sian Lane – Executive Headteacher

"The tutors are enthusiastic and inspiring. Their wealth of experience shows through and they were committed to enabling us to be great coaches too. They showed me how to coach with confidence and be comfortable with my own style." Asset and Investment Manager, Oxfordshire business

"I would highly recommend the Development Partnership as a provider of this ILM Coaching course to any other employers in the future. The tutors are highly motivated, knowledgeable and engaging. They really encourage you to get the coaching practice and assignments done. There is loads of supportive materials and guidance provided, and the whole set up has been well thought through to ensure candidates have the best chance of completing this course." Caroline Taylor, Programme Manager, Devon Fire and Rescue Service

For further information please contact:

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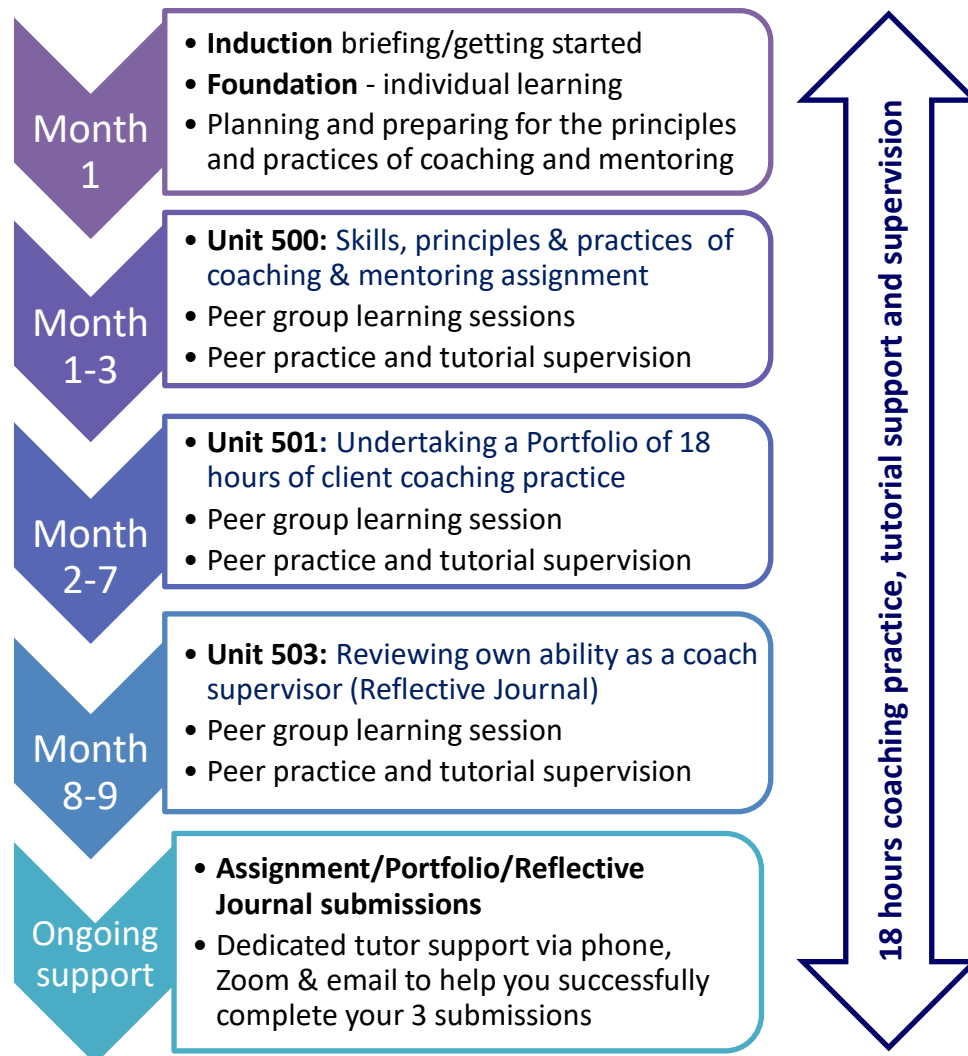
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January 2021

ILM Level 5 Certificate: Effective Coaching & Mentoring Programme

9 Month Programme Overview

Our flexible yet structured interactive programme equips you with the knowledge, skills and confidence to effectively perform as an ethical and professional coaching practitioner. The programme offers a range of distance learning activities, virtual and face to face group learning, group and 1:1 supervision and plenty of tutor support and dedicated resources to gain this prestigious qualification.



What is special about our learning approach?

Collective group workshops held virtually and face to face at a learning hub near you to support your progress and keep you motivated.

Our interactive sessions provide an informal learning space to share/explore the many challenges, dilemmas opportunities in being a coaching practitioner.

Peer buddy practice with tutor observed feedback to ensure your methods and skills are honed and developed.

Tutorial 1:1 and group supervision along with dedicated guidance is given throughout your journey.

Our DP Learning Zone provides all the dedicated resources you need to complete the 3 ILM submissions.

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Sian Lane – Executive Headteacher



Approved
Centre

8588 ILM L5 Effective Coaching and Mentoring Qualification
Proposed 2021/22 Programme Dates

Date	Activity	Approach
7pm Tuesday 22 nd June 2021 (1 hour)	Participant Briefing Meet and greet and setting programme expectations	Zoom
Sat 25 th & Sun 26 th September (10am-4.30pm each day)	Workshop 1 (2 days) (Getting started with assignment 500 and coaching process to support 18 hours practice) Activities to support requirements of assignment Unit 500 Skills development, coaching practice sessions, peer coaching and tutorial feedback client contracting, record keeping and tutorial supervision	School location
Saturday 6 th November (10am-4.30pm)	Workshop 2 Activities to support requirements of Unit 501: Portfolio of Evidence Reflective progress review, peer coaching and tutorial feedback	School location
Saturday 11 th Dec 2021 (10am -1pm)	Group Tutorial Supervision (half day) Supervisor and group support to progress with client coaching Submit draft of assignment 500	Virtual (Zoom) or school location
Saturday 29 th January 2022 (2 hours per pair/triad)	Observed peer coaching with tutor feedback to evidence progress (Can be virtual on request and Leonie happy to organise these sessions on additional dates)	School location or via Zoom
Saturday 27 th March 2022 (10am -1pm)	Group Tutorial Supervision (half day) Supervisor and group support to progress with client coaching	Zoom or school location
Saturday 15 th May 2022 (10am-4.30pm)	Workshop 3 Activities to support requirements of Unit 503: Reflective Journal Reflective progress review, coaching ethics, peer coaching and tutorial feedback Submit draft Unit 501 Portfolio of Evidence of 18 hours client work	School location
Saturday 18 th June 2022 (45 min 1:1 sessions)	Virtual Group tutorial supervision session (Submit draft 503 Reflective Journal by end June 2022) <i>Ongoing tutor support for completion of Unit submissions and 18 hours of client coaching</i>	Via Zoom