



INSTITUTE OF LEADERSHIP & MANAGEMENT LEVEL 3 – AWARD IN COACHING 5 DAYS

Who is the course for:

Those who are required to coach others within their organisation either as a Line Manager or where coaching forms part of their job role.

- Managers, Supervisors or Team Leaders whose organisation has adopted or wishes to adopt a coaching style of leadership.
- Aspiring coaches who wish to attain the knowledge and skills to become a competent and qualified coach within organisations.

By the end of the course participants will:

Have a critical understanding of the role and responsibilities of the work place coach, including an understanding of ethics/values.

- Have a deeper understanding of how coaching can impact an organisation and drive up skills, knowledge, motivation & wellbeing
- Be able to assess their own skills, behaviours and knowledge as a coach and how this fits with a coaching culture.
- Recognise their own leadership style and the merits of adopting a coaching style of leadership within teams and the wider organisation.
- Plan for your career progression and further development as a coach.
- Plan, deliver and review coaching in a professional manner and in keeping with best practice.

Why choose Challenge:

Five contact days plus support throughout your learning journey ensures you maintain momentum on the course with opportunity to coach other participants and hone your skills.

- Like minded participants all of whom are sponsored by their organisation ensures you will have the opportunity to build your network and share and compare against best practice.
- Direct claim status from ILM for level 2 to level 7. Awarded only to those centres who have demonstrated consistently high standards in design, delivery and assessment over a number of years.
- Challenge has been the largest centre for ILM qualifications in the East Midlands since 2013, registering more delegates onto ILM programmes than any other centre. We are an approved supplier of ILM programmes for many large organisations who nominate staff members to access our training programmes year on year.
- A course tutor is available to contact between delivery days to help with any aspect of the course content or assessment.



| DAY | TOPIC | SUMMARISED CONTENT | DATE |
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| 1 | ILM Induction. Understanding Coaching & the ideal coach | <ul style="list-style-type: none"> • Induction to the qualification, resources and tutorial support • Coaching, mentoring, counselling etc., definitions – where and when to use each (and when to ask for help). • Coaching in an organisational context - benefits, advantages and application. The link to organisational and individual performance management. • Styles of coaching and cultural fit • The ideal coach <ul style="list-style-type: none"> ○ Knowledge, skills and behaviours of an effective coach/ mentor; The role of emotional intelligence and intuition; values, beliefs and attitudes - impact on perspectives; personality preferences and traits within a coaching context | Wednesday 14 th November 2018 |
| 2 | Preparing to Coach | <ul style="list-style-type: none"> • Establishing ground rules and setting off on the right track – the coaching contract. • Contracting - principles, content and structure • Ethical and legal aspects of coaching, professional codes of conduct • Establishing the relationship and 2 / 3 way contracting (manager, coachee etc) • Coaching frameworks and models (GROW / KASH / OSKAR). • Listening, questioning and summarising • Practical Exercises <ul style="list-style-type: none"> ○ Applying the models – practicalities and challenges including barriers to coaching. • Guidance towards first assessment. | Wednesday 12 th December 2018 |
| 3 | Managing Relationships | <ul style="list-style-type: none"> • Managing relationships - establishing rapport • Dealing with potential conflicts & differing opinions • Conducting a coaching session • Principles for providing feedback and techniques for challenging assumptions • Changing your coaching style and recognising when this may be beneficial. • Preparing for coaching - a practical session to prepare for the real life coaching session including the use of a coaching diary and proformas to help. | Wednesday 16 th January 2019 |



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| 4 Coaching in practice – practice session/workshop | <ul style="list-style-type: none"> • Coaching practice and reviewing your own performance as coach <ul style="list-style-type: none"> ○ Plan an organise the session including setting the scene/contract; use diagnostic/assessment tools and a range of feedback; use push/pull & effective questioning, listening and challenging; agree learning goals and explore how to overcome barriers; record outputs & next steps • Guidance and feedback from peer group and course tutors. • Tutorial support towards assessed work. | Wednesday 13 th February 2019 |
| 5 Reviewing own performance as a coach | <ul style="list-style-type: none"> • Reviewing your own practice – tools and techniques • Judgement on areas for development, looking at: <ul style="list-style-type: none"> ○ Knowledge, skills and behaviours ○ Conducting the session ○ Relationships ○ Ethics and Professional Standards • The way forward - Personal Development Planning • Tutorial support towards assessed work. | Thursday 7 th March 2019 |

Assessment: 3 x written assignments

1. Understanding good practice in workplace coaching
2. Understanding coaching in the workplace
3. Reflecting on workplace coaching skills

Please note that in order to be eligible for the qualification; delegates are required to evidence at least 6 hours of coaching practice. There is the potential for up to two hours of this to be claimable from sessions within the course (from agreed coach/coachee pairings on the course). It is expected that participants will obtain the remainder of the required coaching hours from coaching undertaken within, or related to the workplace.

Venue : Challenge Training and Conference Centre, Nottingham NG14 6EH
Cost per delegate £895.00 + VAT fully inclusive of registration fees, tutorial support between sessions and marking