

## **ILM LEVEL 5 QUALIFICATIONS IN COACHING AND MENTORING**

The ILM Level 5 “Certificate in Coaching and Mentoring in Management” and the ILM Level 5 “Diploma for Professional Management Coaches and Mentors” aim to provide practising managers with the knowledge, skills and confidence to perform effectively as coaches or mentors as part of their normal work role. In addition the Diploma aims to equip participants seeking to move into a development role within their organisations or to freelance as a management coach or mentor.

**The Certificate in Coaching and Mentoring in Management** is made up of three mandatory units which enable participants to understand, develop and demonstrate knowledge and skills in workplace coaching and mentoring. In the first mandatory unit participants explore the characteristics of effective coaches and mentors, going on to present a business case for using coaching or mentoring in their organisation. In the second unit participants review their own ability as a management coach or mentor, exploring their ethical and moral views as well as communication skills. During the final mandatory unit participants plan and deliver a short coaching or mentoring programme in line with their organisational, divisional or team goals. This is an **8 day** programme delivered over a period of between **12 – 18 months** to enable the requisite minimum of **12 hours of coaching** practice to be carried out and evaluated.

**The Diploma for Professional Management Coaches and Mentors** is aimed at participants who will be significantly involved in management coaching/mentoring – within an organisation or as a freelancer. Participants complete the same three mandatory units as in the Certificate above but also complete an additional unit, ‘Undertaking an extended period of management coaching or mentoring in the workplace’. In this practical unit participants will develop and improve their performance as management coaches or mentors, taking around 100 hours to plan, organise and evaluate an extended period of coaching or mentoring. (Please note participants are not required to undertake the Certificate in Coaching and Mentoring in Management as a prerequisite and may join the Diploma for Professional Management Coaches and Mentors directly.) This is an **11 day** course delivered over a period of between **18 – 24 months** to enable the **100 hours of coaching** practice to be carried out and evaluated.

By the end of these qualification programmes you will have:

- 🌀 An understanding of the role and contribution of mentoring and coaching in the workplace and understand the key differences, uses and benefits
- 🌀 A greater appreciation of your ability to perform effectively as a management mentor and coach
- 🌀 Reviewed your own ability to communicate effectively and to use available networks to support mentoring and coaching practice

- ④ A greater knowledge of communication styles, theories, models and applications in order to reduce conflict and build working relationships
- ④ Have gained the skills, knowledge, ability and confidence to coach and mentor your team
- ④ Gained an understanding of the way people learn and adapted your own coaching and management style
- ④ Knowledge of the range of management 'helping roles' and how these impact on your management style
- ④ Knowledge of behavioural traits and drivers and the effect on others
- ④ Know the key factors in planning, preparing and carrying out a coaching session
- ④ Made a business case for using mentoring and coaching within your organisation
- ④ Have the ability to undertake a workplace management mentoring and coaching programme by understanding the importance of learning and development outcomes, goals, targets and monitoring
- ④ Have completed a work based assignment of at least 2000 words
- ④ Have undertaken workplace coaching practice of between 12 and 100 hours depending on level of qualification.