



Grow Development Solutions

Advanced Diploma in Executive Coaching & Mentoring
EMCC European Quality Award Programme & Level 7
ILM Qualification



Our Advanced Diploma in Executive Coaching & Mentoring is aligned to the ILM Diploma for Executive & Senior Level Coaches & Mentors standards and is an EMCC EQA accredited programme (at Senior Practitioner Level). Therefore, those who successfully complete the Advanced Diploma in Executive Coaching and Mentoring will also achieve the ILM Level 7 Diploma for Executive & Senior Level Coaches & Mentors

This is a *highly engaging* and *interactive* programme, which provides many opportunities for participants to develop their coaching skills, through practical sessions.

The programme is aimed at professional coaches and mentors seeking to enhance and accredit their experience with a nationally recognised qualification (ILM Level 7 qualification) and accredited EMCC EQA programme. The programme is also ideal for senior managers or Human Resources (HR)/Organisation Development (OD) professionals who wish to develop their expertise and credibility in the fields of Executive and Senior level coaching and mentoring, or to establish coaching at an organisational level.

Programme Modules

The programme is made up of four core modules that enable participants to understand, develop and demonstrate knowledge, skills and behaviours in executive coaching and mentoring.

Module 1: 'Understanding the Principles and Practice of Effective Coaching and Mentoring at an Executive or Senior Level.'

Module 2: 'Undertaking Coaching or Mentoring at an Executive or Senior Level.'

Module 3: 'Reflecting on Your Ability to Perform Effectively as a Coach or Mentor at an Executive or Senior Level.'

Module 4: 'Demonstrating Your Coaching and Mentoring Competences to Achieve the EIA Award'

What Participants CAN EXPECT

- ✦ To be challenged, have some fun, learn a lot and engage in thought-provoking learning opportunities!
- ✦ Small group sizes, between 6-12 participants
- ✦ Training, supervision, and tutorial support from qualified and highly experienced practicing coaches
- ✦ Access to the course online learning platform
- ✦ Group and one-to-one supervision and participation in our action learning sets
- ✦ Peer to peer coaching
- ✦ Workbooks for all training workshops
- ✦ Access to the 'closed' online groups enabling you to collaborate outside of the formal learning environment
- ✦ Assessment of all modules with comprehensive feedback
- ✦ Support with EMCC EIA accreditation
- ✦ A minimum of 12 months membership of The Institute of Leadership & Management
- ✦ A copy of one of the core reading texts for the course



Our Course Team

Course Leader: Amie Nazaruk-Wheeler

Associate Course Facilitator:
Sharn Atherton

Associate Course Supervisors:
Rita Symons, Ian Coxan &
Katy Walton

WHAT PREVIOUS PARTICIPANTS HAVE SAID ABOUT OUR PROGRAMMES

"I want to thank you for delivering a first class programme that has given me the opportunity to develop my ability as a coach by raising my knowledge and skills and perhaps most significantly for me, has boosted my personal confidence in my day to day work".

"I just want to thank you for your time on this course, I will be using this for the rest of my career as I have learned a lot from my time with you."

"Thank you for your help and support on this course. It has been a brilliant experience!"



Online Programme

DATES & TIMES OF 'LIVE' WORKSHOPS

Daytime Online Course

- ✦ Welcome and Induction: 1st October 2021 @ 10.00-12.00
- ✦ Workshop 1: 6th October 2021 @ 09.30-12.30
- ✦ Workshop 2: 12th October 2021 @ 09.30-12.30
- ✦ Workshop 3: 3rd November 2021 @ 09.30-12.30
- ✦ Workshop 4: 10th November 2021 @ 09.30-12.30
- ✦ Workshop 5: 1st December 2021 @ 09.30-12.30
- ✦ Workshop 6: 8th December 2021 @ 09.30-12.30

- ✦ Workshop 7: 6th January 2022 @ 09.30-12.30
- ✦ Workshop 8: 13th January 2022 @ 09.30-12.30
- ✦ Workshop 9: 3rd February 2022 @ 09.30-12.30
- ✦ Workshop 10: 10th February 2022 @ 09.30-12.30
- ✦ Workshop 11: 10th March 2022 @ 09.30-12.30
- ✦ Workshop 12: 17th March 2022 @ 09.30-12.30
- ✦ Workshop 13: June 2022
- ✦ Workshop 14: June 2022

Please note that all online workshops are 'live' sessions and participants are expected to attend all/as many sessions as possible. If, however you are unable to attend a session, all sessions are recorded and available for viewing after each workshop, along with any on-screen activities.

Supervision, Action Learning, Tutorials & Peer to Peer Coaching

All supervision, action learning and tutorial sessions will be held online or over the telephone and dates and times for these are agreed with participants when on-programme, to ensure the additional support provided is in-line with your coaching practice and development on the programme.

Peer to peer coaching sessions are usually held in between the training workshops, these provide participants with the opportunity to practise their coaching skills. Some of these sessions are recorded (optional) and feedback is provided by a member of the course team.



Further Details CONTENT & ASSESSMENT REQUIREMENTS

Module 1 (ILM Unit 700): 'Understanding the Principles and Practice of Effective Coaching and Mentoring at an Executive or Senior Level'

Overview of Module Content:

- ✿ Contextualising coaching or mentoring practice at an executive or senior level
- ✿ The principles and practices required for effective coaching or mentoring at an executive or senior level
- ✿ Methods for evaluating coaching or mentoring at an executive or senior level

Assessment Requirements:

- ✿ You will be required to present a strategic report on the business rationale for introducing coaching or mentoring, covering the key learning outcomes and criteria for the module.
- ✿ The suggested word count for the report is between 5000-7000 words, not including appendices.
- ✿ The report will be internally assessed (by the team at Grow Development Solutions Ltd), which is marked and subject to internal and external verification.
- ✿ To pass this module the evidence that is presented for assessment must demonstrate the required standard specified in the learning outcomes and assessment criteria. The unit will be assessed as pass/refer, with up to three attempts to achieve a pass for the module.

Module 2 (ILM Unit 702): 'Undertaking an Extended Period of Coaching or Mentoring at an Executive or Senior Level'

Overview of Module Content:

- ✿ Effective contracting and record keeping when coaching or mentoring at an executive or senior level
- ✿ Tools, models and techniques to effectively plan, deliver and review coaching or mentoring at an executive or senior level

Assessment Requirements:

- ✿ You will be required to submit a portfolio of evidence (in electronic form) which demonstrates that you have undertaken a minimum of 60 hours of effective coaching or mentoring at an executive or senior level with a minimum of 6 and maximum of 9 individuals.
- ✿ The portfolio will be internally assessed (by the team at Grow Development Solutions Ltd), which is marked and subject to internal and external verification.
- ✿ To pass this module the evidence that is presented for assessment must demonstrate the required standard specified in the learning outcomes and assessment criteria. The unit will be assessed as pass/refer, with up to three attempts to achieve a pass for the module.



Further Details CONTENT & ASSESSMENT REQUIREMENTS

Module 3 (ILM Unit 703): 'Reflecting on Your Ability to Perform Effectively as a Coach or Mentor at an Executive or Senior Level'

Overview of Module Content:

- ✦ Tools and models to review own ability to perform effectively as a coach or mentor at an executive or senior level
- ✦ Planning for own future professional development
- ✦ Constructing a personal coach or mentor profile to position self as a coach or mentor at an executive or senior level

Assessment Requirements:

- ✦ You will be required to submit a reflective journal, which provides a holistic and reflective review that links with the supplementary evidence of practice collected in Unit 702. The reflective journal must be valid, fit for purpose and meet the relevant assessment criteria for the module.
- ✦ The evidence and journal will be internally assessed (by the team at Grow Development Solutions Ltd), which is marked and subject to internal and external verification.
- ✦ To pass this module the evidence that is presented for assessment must demonstrate the required standard specified in the learning outcomes and assessment criteria. The unit will be assessed as pass/refer, with up to three attempts to achieve a pass for the module.

Module 4 (for EMCC EIA Award): 'Demonstrating Your Coaching and Mentoring Competences to Achieve the EIA Award'

Overview of Module Content:

- ✦ Practical assessment of 'practice' against the EMCC Senior Practitioner Level Competencies (with supportive peer and facilitator feedback)
- ✦ Small group 'sets' – reflection and review (evidence required to support with EIA application)
- ✦ Reflecting and reviewing 'your development journey'
- ✦ Final review and preparation for next steps and work required for certification and for EMCC EIA application

Assessment Requirements:

- ✦ You will be required to submit a portfolio of evidence (in electronic form) which demonstrates that you have met the standards required for the 'Advanced Diploma'. The requirements will be in-line with the EMCC EIA Senior Practitioner Level. Where participants cannot provide sufficient evidence to meet the Senior Practitioner Level, we will assess against the EMCC EIA Practitioner Standards.

GROW DEVELOPMENT SOLUTIONS

- ✿ It is expected that the evidence submitted for the ILM Unit 702, will contribute substantially to this final module, ensuring that the evidence submitted meets the required standards for the EMCC EIA.
- ✿ Participants are required to pass this module to achieve the 'Advanced Diploma in Executive Coaching and Mentoring'.
- ✿ The module will be assessed as pass/refer, with up to three attempts to achieve a pass for the module.
- ✿ The evidence will be internally assessed (by the team at Grow Development Solutions Ltd), which is marked and subject to internal and external verification.

Assessment Submission and Expected Timeframe for Completion

- ✿ Module 1 (ILM Unit 700): It is recommended that participants complete this unit assessment and submit on or before **31st January 2022**
- ✿ Module 2 (ILM Unit 702): It is recommended that participants complete this unit assessment and submit on or before **31st March 2023**
- ✿ Module 3 (ILM Unit 703): It is recommended that participants complete this unit assessment and submit on or before **31st March 2023**
- ✿ Module 4 (EMCC EIA Award): It is recommended that participants complete this unit assessment, submitting their EMCC EIA **within 2 months of completing the Unit 702 and 703, however submission will depend on meeting the minimum requirements for the 'skills practice' element (a total of 156 hours)**

Please note that for submission of Module 2 (ILM Unit 702) and Module 3 (ILM Unit 703) and Module 4 (EMCC EIA Award), we do offer flexibility in regards to submission dates, to ensure that you have had sufficient opportunity to complete the required 'skills practice'.

You should keep your course leader updated and informed of any expected changes in submission, so you can mutually agree on any early submission dates or any extension required for submission and completion.

Course Fees & NEXT STEPS

Advanced Diploma in Executive Coaching & Mentoring (including the ILM Level 7 Diploma Qualification): Online Course: £3615.00, includes VAT

[EARLY-BIRD FEES](#) (For bookings confirmed by 3rd September 2021): £3250.00, includes VAT.

Fees are fully inclusive of ILM registration fees, training delivery and course resources, coaching supervision, 1:1 tutorials and assessment and verification of all 4 modules. **Fees exclude:** EMCC membership fees and the individual EMCC EIA Award fee. Note: A discount code for EMCC membership can be provided by Grow Development Solutions Ltd.

Flexible Payment Terms

For participants who are **self-funding**, we offer interest free instalment payment plan options - to be assessed and agreed on an individual basis. There is a minimum deposit payment of 25%, required at enrolment (to be paid within 5 working days of enrolment), with the remaining balance to be paid over 3-6 months (paid monthly). There is a £50.00 (inclusive of VAT) fee charged for those opting to pay in instalments. Those who choose to pay in instalments will be required to sign our self-funding finance agreement. Participants who are funded by their **employer**, should provide a purchase order number at the time of booking and fees are expected to be paid in full (as soon after enrolment as reasonably practicable). Discounts are also offered for organisations who enrol and register two or more participants onto the same qualification programme.

How to Enrol

To enrol onto this course please complete our online enrolment form- [Click here to enrol](#). Once you have enrolled, a member of our course team will be in touch within 5 working days with an invoice for your course deposit payment, which is 25% of the total course fees (inclusive of VAT). If you have any further questions, or would like to discuss the course in more detail with a member of our course team before enrolling, please email us at enquiries@growdevelopmentsolutions.com to request an appointment.

We hope to welcome you onto our programme soon!