



# Grow

Development  
Solutions

Diploma in Effective Coaching & Mentoring  
EMCC European Quality Award Programme & Level 5  
ILM Qualification



Our Diploma in Effective Coaching & Mentoring is aligned to the ILM Diploma for Executive & Senior Level Coaches & Mentors standards and is an EMCC EQA accredited programme (at EMCC Practitioner Level). Therefore, those who successfully complete the Diploma in Effective Coaching and Mentoring will also achieve the ILM Level 5 Diploma in Effective Coaching and Mentoring.

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 managers and those with significant responsibility for effective coaching and mentoring as part of their daily role within an organisational context. This programme is also ideal for individuals who wish to move into a development role or start a career as a freelance coach or mentor. This is also a valuable programme for HR and Learning & Development professionals who want to gain a recognised qualification to enhance and accredit their experience with a recognised qualification.

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## 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 Skills, Principles and Practice of Effective Coaching and Mentoring within an Organisational Context'*

*Module 2: 'Undertaking an Extended Period of Effective Coaching or Mentoring within an Organisational Context.'*

*Module 3: 'Reviewing Own Ability as a Coach or Mentor within an Organisational Context.'*

*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 (maximum of 15 per group)
- ✦ 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

## 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: 10<sup>th</sup> October 2022 @ 10-12pm
- ✦ Workshop 1: 12<sup>th</sup> October 2022 @ 09.30-12.30
- ✦ Workshop 2: 17<sup>th</sup> October 2022 @ 09.30-12.30
- ✦ Workshop 3: 2<sup>nd</sup> November 2022 @ 09.30-12.30
- ✦ Workshop 4: 15<sup>th</sup> November 2022 @ 09.30-12.30
- ✦ Workshop 5: 1<sup>st</sup> December 2022 @ 09.30-12.30
- ✦ Workshop 6: 13<sup>th</sup> December 2022 @ 09.30-12.30

- ✦ Workshop 7: 10<sup>th</sup> January 2023 @ 09.30-12.30
- ✦ Workshop 8: 24<sup>th</sup> January 2023 @ 09.30-12.30
- ✦ Workshop 9: 8<sup>th</sup> February 2023 @ 09.30-12.30
- ✦ Workshop 10: 22<sup>nd</sup> February 2023 @ 09.30-12.30
- ✦ Workshop 11: September 2024
- ✦ Workshop 12: September 2024

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 500): 'Understanding the Skills, Principles and Practice of Effective Coaching and Mentoring within an Organisational Context'*

### Overview of Module Content:

- ✿ The purpose of coaching and mentoring within an organisational context
- ✿ Knowledge, skills and behaviours required to be an effective coach or mentor
- ✿ Contracting and management of the coaching or mentoring process

### Assessment Requirements:

- ✿ You will be required to present a report on the business rationale for Coaching and Mentoring, within either your organisation or one that you are proposing to work in, to the Senior Management Team (SMT).
- ✿ The suggested word count for the report is between 4000-5500 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 502): 'Undertaking an Extended Period of Effective Coaching or Mentoring within an Organisational Context'*

### Overview of Module Content:

- ✿ Maintaining documentation and record keeping for effective coaching or mentoring
- ✿ Tools, models and techniques to effectively plan, deliver and review coaching or mentoring activities
- ✿ An introduction to reflective practice

### Assessment Requirements:

- ✿ You will be required to submit a portfolio of evidence (in electronic form) which demonstrates that you have undertaken a minimum of 54 hours of effective coaching or mentoring with a minimum of 4 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 503): 'Reviewing Own Ability as a Coach or Mentor within an Organisational Context'*

#### Overview of Module Content:

- ✦ Tools and models to review own ability to perform effectively as a coach or mentor
- ✦ Methods and approaches of evaluation to assess the benefits that have been realised as a result of the coaching or mentoring undertaken
- ✦ Planning for own future professional development

#### 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 502. 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.
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### *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 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 'Diploma'. The requirements will be in-line with the EMCC EIA Practitioner Level.
- ✦ It is expected that the evidence submitted for the ILM Unit 502, 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 'Diploma in Effective 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.

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### Assessment Submission and Expected Timeframe for Completion

- ✦ Module 1 (ILM Unit 500): It is recommended that participants complete this unit assessment and submit on or before **24<sup>th</sup> February 2023**
- ✦ Module 2 (ILM Unit 502): It is recommended that participants complete this unit assessment and submit on or before **End of May 2024**
- ✦ Module 3 (ILM Unit 503): It is recommended that participants complete this unit assessment and submit on or before **End of May 2024**
- ✦ 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 502 and 503, however submission will depend on meeting the minimum requirements for the 'skills practice' element (a total of 91 hours)**

Please note that for submission of Module 2 (ILM Unit 502) and Module 3 (ILM Unit 503) 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

Diploma in Effective Coaching & Mentoring (Including: the ILM Level 5 Diploma Qualification) Online Course: £3360.00, includes VAT

[EARLY-BIRD FEES](#) (For bookings confirmed by 31<sup>st</sup> August 2022): £3024.00, 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.

## *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, with the remaining balance to be paid over 3-6 months (paid monthly). 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 a minimum of 25% deposit is due at enrolment and full course fees are expected to be paid in full (as soon after enrolment as reasonably practicable and no later than 1 month before the course start date). 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 completed your enrolment form, you will be required to pay a 25% deposit (of the total course fees) to secure your place on the course. 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](mailto:enquiries@growdevelopmentsolutions.com) to request an appointment.

*We hope to welcome you onto our programme soon!*