



# Grow Development Solutions

ILM Level 5 Diploma in Effective Coaching & Mentoring  
(Online Programme)



Our ILM Level 5 Diploma in Effective Coaching & Mentoring is a *highly engaging* and *interactive* programme, which provides many opportunities for participants to develop their coaching skills, through practical sessions.

The programme is designed for managers and those with significant responsibility for effective coaching and mentoring as part of their daily role within an organisational context. This qualification 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 three core modules that enable participants to understand, develop and demonstrate knowledge and skills in effective coaching and mentoring.

### Module 1:

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

This module aims to provide participants with an understanding of the skills, principles and practice required for effective coaching or mentoring within an organisational context.

### Module 2:

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

For this module participants are required to plan, prepare and maintain accurate and auditable records for 54 hours of effective coaching or mentoring with a minimum of 4 and a maximum of 9 individuals.

### Module 3:

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

For this module participants are to holistically review their ability to perform effectively as a coach or mentor within an organisational context.

## 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
- ✦ Group and one-to-one supervision and participation in our action learning sets
- ✦ Peer to peer coaching - observed and feedback provided
- ✦ Workbooks for all training workshops
- ✦ Access to the 'closed' online groups enabling you to collaborate outside of the formal learning environment
- ✦ Assessment of all three modules with comprehensive feedback
- ✦ 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: 7<sup>th</sup> February 2023 @ 10-12pm
- ✦ Workshop 1: 9<sup>th</sup> February 2023 @ 09.30-12.30
- ✦ Workshop 2: 23<sup>rd</sup> February 2023 @ 09.30-12.30
- ✦ Workshop 3: 9<sup>th</sup> March 2023 @ 09.30-12.30
- ✦ Workshop 4: 23<sup>rd</sup> March 2023 @ 09.30-12.30
- ✦ Workshop 5: 4<sup>th</sup> April 2023 @ 09.30-12.30
- ✦ Workshop 6: 20<sup>th</sup> April 2023 @ 09.30-12.30
- ✦ Workshop 7: 4<sup>th</sup> May 2023 @ 09.30-12.30
- ✦ Workshop 8: 18<sup>th</sup> May 2023 @ 09.30-12.30
- ✦ Workshop 9: 6<sup>th</sup> June 2023 @ 09.30-12.30
- ✦ Workshop 10: 22<sup>nd</sup> June 2023 @ 09.30-12.30

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 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.

The Peer to peer coaching session will be held in between the training workshops, this provides participants with the opportunity to practise their coaching skills. Peer to Peer sessions are usually 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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## 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 **30<sup>th</sup> June 2023**
- ✦ Module 2 (ILM Unit 502): It is recommended that participants complete this unit assessment and submit on or before **End of September 2024**
- ✦ Module 3 (ILM Unit 503): It is recommended that participants complete this unit assessment and submit on or before **End of September 2024**

Please note that for submission of Module 2 (ILM Unit 502) and Module 3 (ILM Unit 503), we do offer flexibility in regards to submission dates, to ensure that you have had sufficient opportunity to complete the practical 54 hours of coaching or mentoring. 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

Level 5 Diploma Online Course: £2772.00, includes VAT

[EARLY-BIRD FEES](#) (For bookings confirmed by 16<sup>th</sup> December 2022): £2494.80, includes VAT

Fees are fully inclusive of all ILM registration fees, training delivery and course resources, coaching supervision, 1:1 tutorials and assessment and verification of all 3 modules

## *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 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](mailto:enquiries@growdevelopmentsolutions.com) to request an appointment.

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