



# Grow

Development  
Solutions

ILM Level 5 Diploma in Effective Coaching & Mentoring  
(In-House 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!
- ✦ In-house bespoke content to meet your organisational needs
- ✦ In-house groups between 5-12 participants
- ✦ 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 Supervisor:  
Rita Symons

## 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!"*



Usually, for the Level 5 Diploma the programme is either delivered over five full days or over 10 online workshops.

Our full day training workshops are around 6.5-7 hours (including time for breaks/lunch) and our online workshops are usually around 3 hours per workshop. However, for in-house programmes we are happy to deliver the programme to suit our partner's wants and needs.

We will work with you, our partner, to agree on the best programme delivery structure for you and the participants attending the programme. We will always agree in advance with you, our partner, the programme workshop dates and times.

There is also the option to have a 'blended' delivery approach, with a combination of face to face and online workshops.

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## Supervision, Action Learning, Tutorials & Peer to Peer Coaching

Supervision, action learning and tutorial sessions are also included as part of this programme.

We will work together to agree with you, our partner, how the supervision, action learning and tutorial sessions are to be delivered. Ideally, supervision should be scheduled to ensure that this is in-line with the coaching practice element of the programme.

Supervision is offered in groups and also on a one-to-one basis, to allow participants to experience both forms of supervision.

There is also an expectation that participants engage in peer to peer coaching sessions, which we will also observe as part of the programme to provide participants with 'in the moment' feedback about their coaching skills.

All participants will also engage in an observed coaching session, this will form part of their formal assessment for the programme. Dates and times of the observed sessions will be agreed with each participant. Observations should ideally take place virtually to minimise costs and also be more considerate of the environment!





## 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

There are three module assessments to complete as part of this qualification:

#### *1 (ILM or Senior Level)*

- ✦ Module 1 (ILM Unit 500): 'Understanding the Skills, Principles and Practice of Effective Coaching and Mentoring within an Organisational Context'
- ✦ Module 2 (ILM Unit 502): 'Undertaking an Extended Period of Effective Coaching or Mentoring within an Organisational Context'
- ✦ Module 3 (ILM Unit 503): 'Reviewing Own Ability as a Coach or Mentor within an Organisational Context'

Submission dates for all modules will be discussed and agreed with you, our partner, when designing the programme structure.

# Course Fees & NEXT STEPS



Our in-house qualification fees vary depending on a range of factors, such as:

- ✦ Delivery method (online, face to face or a combination of both)
- ✦ Venue costs (if to be delivered face to face)
- ✦ Travel costs
- ✦ Number of participants joining the programme
- ✦ Number of cohorts undertaking the programme

Please contact us to discuss your needs and we can put together a personalised quote for you.

All our fees quoted 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

We will require a Purchase Order number at the time of booking confirmation, this is to secure the dates for delivery. Usually, our partners are required to pay a minimum of 30% of the fees in advance, however this can vary depending on the terms of our agreement.

Our partners are required to sign our 'Services Agreement' which outlines our full terms and conditions and bespoke conditions and requirements for each programme/service provided.

## Next Steps

We would love to get the conversation started with you and learn more about how our team at Grow can help your organisation.

Please contact us via email:

[enquiries@growdevelopmentsolutions.com](mailto:enquiries@growdevelopmentsolutions.com), or telephone: 01778 382781 /07967603236

*We hope to have the opportunity to work with you soon and deliver an in-house programme to meet your needs!*