



'For the Management Professionals of the future'

CMI Level 3 (RQF) – Coaching & Mentoring

A 3-day series of workshops at Hexgreave Hall, Farnsfield NG22 8LS

About the programme:

This programme is an introduction to coaching and mentoring, comprising a series of three one-day workshops and with a choice of two work-based assignments for those delegates who choose to complete the optional CMI qualification. The workshops introduce supervisors and first line managers to the basic principles of leadership and how to use mentoring and coaching skills to get better results from their teams. At the heart of the programme is the CMI Level 3 syllabus in Coaching and Mentoring, providing practical and hands-on experience that can be used in the workplace.

The benefits for the individuals taking part in the programme include:

- › Understanding the role that mentoring and coaching can play in achieving objectives
- › Understanding the core principles, skills and impact of coaching and mentoring on individuals
- › Learning how to construct and manage a suitable process for effective coaching and mentoring
- › Being able to put skills learned on the programme into practice
- › Gaining a nationally recognised qualification (optional)
- › Peer based learning and review

The benefits to the delegate organisation include:

- › A qualification focused on work-place activity and improvement
- › Supervisors and Managers with the skills and knowledge to deliver objectives
- › Supervisors and Managers with the self-awareness to lead and develop their teams
- › More motivated and enthusiastic staff
- › Supervisors and Managers with the knowledge required to make a real difference

Designed for:

The programme is designed for supervisors, 1st Line managers and those aspiring to middle management. The optional CMI qualification is flexible and allows delegates to focus on areas relevant to their job-role. No previous coaching or mentoring experience is required.

The Programme content:

Each of the three workshops is self-contained and focuses on a particular coaching, mentoring and leadership topic. This provides the underpinning knowledge required for the optional qualification, allowing the delegates to discuss and explore the various issues that are relevant to them. Indicative module content is outlined below for each of the three days of the programme.

Day One – Principles, skills and the impact of coaching and mentoring (3011V1)

- › How to define coaching, mentoring and their purpose
- › What the role of the coach and mentor is, and the skills required
- › To understand the communication skills required as a coach and mentor
- › Different methods of feedback and support that can be provided
- › To understand the need for sensitivity and confidentiality in the mentoring and coaching relationship
- › The benefits of coaching and mentoring for individuals, teams and organisations
- › The underpinning knowledge required to complete unit 3011V1 (optional qualification)

Day Two – Coaching and mentoring for individual and team needs (3012V1)

- › How to identify expected outcomes of the coaching process on individual and team needs
- › How to identify the performance improvements and changes expected from the individual and team
- › To be able to describe the current knowledge, skills and behaviours of the individual
- › To be able to describe the current knowledge, skills and behaviours of the team
- › How to identify the gap between the current and expected performance of the individual and the team
- › To recognise the stages of the coaching and mentoring process to meet individual and team needs
- › The underpinning knowledge required to complete unit 3011V1 (optional qualification)

Day Three – Coaching and Mentoring Processes (3014V1)

- › How to select from the different methods of coaching, mentoring and training available to the coach
- › To identify coaching and mentoring opportunities in the organisational environment
- › To understand the coaching and mentoring processes
- › The need for objective and constructive feedback in the coaching and mentoring process
- › The need for exploratory feedback in the coaching and mentoring process
- › The importance of confidentiality and ethics in the coaching and mentoring process
- › How to recognise the achievement of progress and success
- › The underpinning knowledge required to complete unit 3011V1 (optional qualification)

Further information:

The course runs regularly at Hexgreave Hall on an open basis and is also available in-house.

Should participants wish to complete any of the optional Level 3 qualifications that are available with this programme, then a fee (to cover CMI registration, tutorial support and assignment marking) will be payable. Please contact us for pricing and course fee details and to discuss which option would be appropriate.

Level 3 Award (6 credit points)

Level 3 Certificate (18 credit points)

For more information please contact carroll@cmbd.org.uk or john@cmbd.org.uk or call 01623 883199