



'For the Management Professionals of the future'

CMI Level 5 (RQF) – Coaching & Mentoring

A 3-day workshop at Hexgreave Hall, Farnsfield NG22 8LS

About the programme:

This is a comprehensive Level 5 leadership, coaching and mentoring programme, comprising a three-day workshop and the opportunity to complete one of the Level 5 CMI Coaching Practice and Theory qualifications. The qualifications are also available via our Distance Learning Programme. No prior training in coaching and mentoring is required.

Participants may come from any size organisation and the programme can be run on either on an in-house basis or as an open course.

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

- Understanding the positive 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:

- Managers with improved skills and knowledge to deliver individual and organisational objectives
- Managers and Coaches who can develop coaching interventions which support the organisation needs.
- A qualification focused on work-place activity and improvement
- Managers with improved self-awareness to better lead and develop their teams
- More engaged, motivated and enthusiastic staff
- Managers with the knowledge and capability to make a real difference

Designed for:

The programme is designed for middle and senior managers and/or those working towards more senior management roles. No previous training or experience of coaching and mentoring is required, but participants will ideally have direct reports that they are responsible for appraising and developing.

The Programme content:

Each of the three days of the course focus on a particular coaching, mentoring and leadership topic, providing the opportunity to practically apply learning in real coaching and mentoring situations. This allows the delegates to experience and explore the various issues that are relevant to them as well as underpinning the knowledge required for the optional CMI Award, Certificate or Diploma qualifications. Indicative module content is outlined below for each of the three days of the programme.

Day One – The Tools and Techniques required in coaching practice (5017V1 Task 1)

- Leadership style and the relevance to coaching
- About the coaching 'cycle' and using models such as GROW and ACHIEVE to provide structure
- The value of the 'coaching contract' and how to establish this
- How to use the techniques of reflection, self-awareness, dialogue and questioning and listening
- The Galway outer and inner game model and how to use it in coaching
- How to encourage the coachee to use problem solving techniques to identify options
- The difference between coaching, mentoring and other development techniques
- How to achieve behavioural and organisational change through coaching
- The use of coaching to achieve organisational objectives

Day Two – The Coaching Relationship, Identifying the right tools and techniques, Coaching groups (5017V1 Tasks 2 and 3)

- How to build strong coaching relationships and the importance of doing so early
- What personal skills are required and should be developed as a coach
- How to build commitment to the relationship on both sides
- To establish SMART goals for individual and organisation that can be monitored for progress
- Developing action plans to achieve the goals
- To establish processes and procedures to coach effectively
- Understanding stakeholders and the use of analysis such situational coaching and leadership models

Day Three – Good Coaching Practice, Achieving Organisational Objectives, Coaching through Change (5017V1 Task 4)

- To develop guidelines and protocols for coaching interventions within the organisation
- The use of techniques to assess the impact on organisational objectives, behaviour and culture
- Designing effective coaching interventions to achieve identified organisational objectives
- A basic understanding of change process models (Kotter, Lewin, Stanley, Fisher, Burke-Litwin)
- The impact of change on individuals within the organisation and coaching to engage people
- The importance of supporting individuals through the change process
- Evaluating the effectiveness of coaching interventions in achieving organisational objectives

Further information:

The course runs regularly at Hexgreave Hall, please see the website for dates and availability.

Should participants wish to complete any of the optional Level 5 qualifications that are available with this programme, then a further fee (to cover CMI registration, tutorial support and assignment marking) will be payable. Please contact us to discuss which level of qualification might be appropriate and for the current registration fees.

Level 5 Award (one assignment)

Level 5 Certificate (three assignments required)

Level 5 Diploma (seven assignments required)

For more information please contact enquiries@cmbd.org.uk or call 07850 410033