

# Coaching and Mentoring

## ILM Level 3 in Coaching

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### Who is this qualification for?

Coaching is a key management tool, which has the power to drive performance, facilitate personal growth and unlock an individual's true potential.

The ILM Level 3 coaching qualification is ideal for those seeking to develop further understanding of how to coach others.

ILM qualifications are a suite of leadership, management and coaching qualifications that are awarded by The City and Guild of London Institute.

### How will individuals benefit? They will:

- Understand how to become an effective coach
- Learn how to help others to achieve their full potential
- Learn the tools and techniques to implement coaching
- Learn how to improve their coaching ability
- Gain a recognised qualification in coaching

### ILM Study Membership

Participants will gain access to an abundance of learning resources for 12 months to include: Institute events, professional seminars, a suite of interactive career development tools, business magazines, management articles, books, reports and surveys.

***“Research undertaken by the ILM reveals that 93% of managers perform better after completing an ILM qualification.”***

### How will the Business benefit?

There are a vast number of benefits that occur by creating a culture of coaching within a business.

This includes:

- Increase in individual, team and business performance
- Engages and empowers individuals
- Improves communication and collaboration
- Provides stretch and challenge
- Increases awareness, focus and accountability
- Increases productivity and growth
- Is a powerful catalyst for change

### The Learning Journey – How does it work?

Firstly, there are no exams required to achieve this qualification. Participants are assessed via work based assignments.

As part of the learning journey, participants will gain new knowledge, explore theories, debate ideas and take part in facilitated activities that will help them to embed new skills. The most important thing is that they learn new skills and enjoy the learning journey.

### Topics covered include:

- Understanding good practice in workplace coaching – this covers the role of a coach, coaching processes and the qualities individuals need to be a good coach.
- Reflecting on workplace coaching skills – this covers the tools to analyse and improve coaching performance and experimenting with different tools to bring coaching to life.
- Undertaking coaching in the workplace – this covers how to prepare and plan a coaching session and how to establish a coaching relationship.

## Our Delivery Approach Blended Flexible Learning

To help individuals learn and gain the skills they need, PWG has designed a highly flexible, blended programme that fits in with them.

### The programme includes:

**Workshops** – delivered at our modern training facilities in the heart of Manchester city centre. Workshops offer participants the opportunity to gain knowledge and experiment with different tools to bring sessions to life, taking part in active learning sessions, peer-to-peer activities, and being involved in facilitated discussions. Our workshops run throughout the year to give participants the flexibility they need to learn at their own pace.

**Self-study** – participants will need to spend time reading around specific topics and carry out research when they are able – to analyse, consider, and explore coaching methodologies. Self-study helps to enhance the learning process and facilitates the transfer of learning back into the workplace.

**Coaching observations** – an experienced coach will observe the practice sessions and will provide feedback to the participants. They will agree individual areas for improvement and will discuss plans to move forward. They will also observe the participants in a real life coaching setting and will provide feedback.

**Work-based tasks and assignments** – participants are required to complete three work-based assignments which will help them embed the learning back in the work place.

**Support and guidance** – participants will be assigned a tutor who will provide support and guidance as required. In addition, they will have access to the fantastic ILM study resources for 12 months.

### How long will it take and how much will it cost?

The ILM Level 3 in Coaching will take 3 to 12 months to complete.

### Next Steps:

Give us a call on 0161 200 1670 and let the learning journey begin.

## PWG offers this qualification in two levels:

Participants can choose the most suitable level to start and then upgrade when they are ready.

### ILM Level 3 Award in Coaching

The Award is a short and concise qualification that typically takes between 3 to 6 months to complete.

It includes three full day workshops, three assignments, six hours of coaching practice and one workplace coaching observation.

#### Workshops include:

- How to coach, listen and give feedback
- How to analyse and improve coaching performance
- How to embed coaching in the workplace

### ILM Level 3 Certificate in Coaching

The Certificate delivers a deeper level of understanding and typically takes 6 to 12 months to complete.

The Certificate includes three full day workshops, three assignments and requires the participant to practice at least 36 hours of coaching in the workplace. There will be three workplace coaching observations. The workshops covered are the same as the Award.

### Progression Opportunities

Following completion, participants can continue their learning journey with qualifications to include:

- ILM Award/Certificate in Leadership & Management – Level 3/5
- ILM Certificate in Coaching and/or Mentoring – Level 5 Certificate
- The Level 5 Diploma in Management