



'For the Management Professionals of the future'

CMI Level 5 (RQF) – Coaching & Mentoring

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

About the programme: **Next course 26th November, 3rd December & 12th December**

This is a comprehensive Level 5 leadership, coaching and mentoring programme, comprising a series of three one-day workshops and with the optional completion of a CMI Coaching Practice and Theory qualification. No prior training in coaching and mentoring is required.

Participants may come from any size organisation and the programme can be run on either as an in-house basis or open course basis. Sessions are normally held one to two weeks apart to allow practice 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
- Managers with the skills and knowledge to deliver objectives
- Managers with the self-awareness to lead and develop their teams
- More motivated and enthusiastic staff
- Managers with the knowledge required 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 mentioning is required, but participants will ideally have direct reports that they are responsible for appraising and developing.

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 – 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
- › Inductive Reasoning, PDCA and Root Cause Analysis as problem solving techniques
- › 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, Guidelines and Protocols (5017V1 Tasks 2 and 3)

- › How to build a strong coaching relationship and the importance of doing so early
- › What personal skills are required and that should be developed as a coach
- › How to build commitment to the relationship on both sides
- › To establish SMART objectives that can be monitored for progress
- › To establish processes and procedures to coach effectively
- › 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

Day Three – Coaching and the Change Process (Based on 6003V1)

- › A basic understanding of change process models (Kotter, Lewin, Stanley, Fisher, Burke-Litwin)
- › How to use the coaching process within the change process, identifying specific objectives
- › The impact of change on individuals within the organisation and coaching to engage people
- › Understanding the stakeholders and the use of analysis such as the Power and Interest Matrix
- › How to secure support for the change process
- › The importance of supporting individuals through the change process
- › To link the evaluation of the change process to the evaluation of the coaching process

Further information:

The course runs regularly at Hexgreave Hall and the course fee is £995.00 plus vat per delegate.

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.

Level 5 Award (6 credit points) £495.00 plus vat

Level 5 Certificate (18 credit points) £1295.00 plus vat

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