



Approved
Centre



ILM

Level 5 Certificate Qualification

In Coaching and Mentoring

ILM Certificate in Coaching and Mentoring Qualification Overview

This level 5 programme is ideal for Supervisors and Managers with responsibility for Coaching and Mentoring as part of their day-to-day role. The qualification is also designed to develop staff who may be about to undertake a new role which involves them in developing others, or those in a more senior role who have no formal Mentoring experience.

The ILM Certificate Qualification in Coaching and Mentoring

The importance of Coaching and Mentoring in the workplace of today cannot be over-emphasised. This holds true for Staff and Management alike. Coaching is critically important for the development of everyone in an organisation, and Mentoring is now seen as an essential part of the overall development for those involved in succession planning.

The Certificate qualification is made up of three mandatory units which help participants to understand, develop and demonstrate the knowledge and skills in these two increasingly important skills of workplace Coaching and Mentoring.

Participants will:

- Explore the characteristics of effective Coaches and Mentors.
- Explore how to present a business case for using Coaching and Mentoring in their organisation.
- Plan and deliver a short Coaching and Mentoring programme in line with their organisational, divisional or team goals.
- Review their own ability as a Management Coach or Mentor, examining the ethical and moral issues involved as well as their own skills in these areas.

The ILM Certificate Qualification in Coaching and Mentoring

Module 1

Understanding the Skills, Principles and Practice of Effective Management Coaching and Mentoring

This unit helps participants to understand the role and contribution of Coaching and Mentoring in the workplace and how to build a business case for it.

Reviewing own ability as a Management Coach or Mentor

The aim of this unit is to give participants the ability to critically review their own personal qualities, skills and competencies in the field of Coaching and Mentoring. This is a practical unit in which participants have an opportunity to demonstrate and practise their skills, receive feedback, and themselves be the recipients of personal Coaching on their own style.

Module 2

Undertaking Management Coaching or Mentoring in the Workplace

This unit requires participants to further demonstrate their ability to plan, deliver and review at least 12 hours of Coaching and/or Mentoring, ideally in the workplace. This is a highly practical unit and includes several opportunities to practise and demonstrate what is required to fulfil the required standards of the qualification. There will be opportunity for personal feedback and Coaching.

This is a flexible programme of study and the time-frame for delivery and some content can be adapted to suit individual client requirements. Clients may also want Coaching and Mentoring training for their Managers who may not wish to complete the formal qualifications. Oakwood can still obtain ILM certification for such training.

What is the ILM?

The Institute of Leadership and Management (ILM) is a premier body with experience in the field of Leadership and Management in the UK and internationally. Currently there are over 500,000 members that have joined a world-wide network of 2,000 approved centres providing flexible and practical Management development programmes which are quality-assured to ILM's exacting standards, giving you the confidence that they will meet your needs, release your full potential and enhance your skills and prospects in the workplace.

THE DELIVERY TIME:

The full qualification is delivered over 2 modules. Both modules are 3 days in duration, spaced approximately 6 weeks apart. All ILM's qualifications are made up of small, self-contained, bite-sized units of learning, each covering a specific topic. Oakwood offer flexibility of learning and can customise qualifications to suit your organisation's needs.

WHO SHOULD ATTEND?

Participants will normally be practicing Line Supervisors and Managers who are responsible for developing, Coaching or Mentoring staff. It could also be considered suitable for those aspiring to a more senior role.

WHAT QUALIFICATIONS DO I NEED?

There are no formal entry requirements but participants will normally have undertaken the role of First Line Manager or be aspiring to Middle Manager status, or for those who have had several years' experience and have completed some formal training. The programme is delivered in English so you should be reasonably fluent in both written and spoken English, and possess a reasonable level of IT skills.

WHAT ABOUT EXAMINATIONS?

There are no examinations for this qualification. Each student must successfully complete all the required workbooks and assignments as well as attend training days, and maintain ongoing professional development records. Student progress will be monitored during their training.

WHAT HELP DO I GET?

You will be given continual guidance and support throughout your whole qualification, via our bespoke 24 hour Online Student Platform, so as to ensure success.

WHAT ABOUT ILM MEMBERSHIP?

All learners can gain free studying membership with the ILM's Trial Membership Package. This lasts for a minimum of 6 months or a maximum of 3 years whilst studying. ILM membership brings access to a wide range of online resources, news and information that have been specially selected to support Management learning and development.

WHY OAKWOOD?

Oakwood continues to work hard to understand and respect issues relating to local culture. This is an important factor which is incorporated through our business philosophy all the way to our delivery methodology. We run very interactive programmes. Clearly there is some theory involved but we ensure that we then use this to demonstrate how this is implemented with practical applications back in the workplace. We try to ensure our students remain engaged and have some fun along the way.

SO WHAT ABOUT COSTS AND FEES?

Oakwood has no intention of profiteering at the expense of our students' vocational qualifications. For this reason we maintain extremely competitive fee levels. Please phone or contact us for a no-obligation discussion about this or any other matter that needs clarification.

ILM

Level 5 Certificate Qualification In Coaching and Mentoring

Oakwood are very proud to say that our educational services permit has been issued by KHDA.

Oakwood International

Dubai Centre of Excellence
Office no. 108, Al Moosa Tower 1
P.O. Box 413037, Sheikh Zayed Road
Dubai, UAE

Tel. no: 00971 4359 9020 | **Email:** info@oakwooddubai.ae | **Web:** www.oakwooddubai.ae

 [oakwood-international](https://www.linkedin.com/company/oakwood-international)

 [@oakwood_int](https://twitter.com/oakwood_int)

 [facebook.com/oakwoodinternational](https://www.facebook.com/oakwoodinternational)