



COACHING & MENTORING COURSES



NCFE LEVEL 2 MENTORING AWARD

The aims of the qualification are to help learners to gain an insight into the role and practice of mentorship and to gain a clear understanding of the relationship between mentor and mentee. The course will enable learners to identify good practice and the legal and ethical requirements for mentoring. The mentorship allows a new employee, an existing employee in development, or a learner on a course of study, to gain knowledge and practice skills from their peers and/or suitably experienced or qualified persons. This qualification aims to raise the awareness and practice of the mentoring role.



The qualification consists of 3 mandatory units

Unit 1 Role of Mentor

Learners will investigate the role and benefits of mentoring. They will then go on to look at mentoring agreements including what they should cover and when they should end. Learners will investigate how mentors are managed and selected as well as explore how they can be supported by Internal and external sources.

Unit 2 Preparing for the role of a mentor

Learners will explore the skills and tools required by a mentor including communication, questioning and feedback. They will look at how they can develop their skills and produce a personal development plan. Finally they will investigate the legal and ethical requirements of mentoring three units.

Unit 3 Demonstrating mentoring skills and techniques

Learners will prepare to undertake a mentoring meeting and then carry out that meeting whilst being observed by an assessor. Throughout the meeting they will show that they can give continuous support and feedback to the mentee finally, learners will reflect on their performance as a mentor and prepare a personal development plan to improve their strengths and meet their development needs.



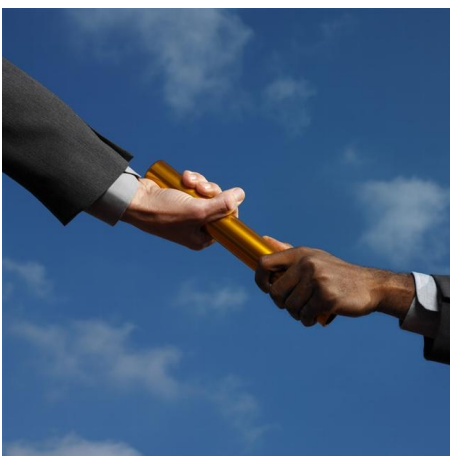
You will need to successfully complete all units.

MODE OF DELIVERY

Upon registration you will be sent your course materials and allocated a tutor who will support you throughout the course. You will also be expected to attend for two days of classroom based training sessions. You will also have access to course materials to support your self directed study.

HOW ARE YOU ASSESSED?

Each learner is required to create a portfolio of evidence demonstrating achievement of all the learning outcomes on the assessment criteria for each unit. You will be provided with support and guidance in completing the portfolio requirements.



WHO IS THIS COURSE FOR?

This course is for anyone who is currently undertaking a mentoring role or for people who would like to do so. It provides an introduction to mentoring, for those who have an interest in this area.

CMI LEVEL 3 COACHING AND MENTORING

Whether you are just starting out in your career or are at the top of your game with the responsibility to implement and organisation-wide policy, our Coaching and Mentoring qualifications will provide you with the knowledge and skills you need to get the very best of you're the people that you work with. It is equally applicable to those who want to establish themselves as a professional coach.



The Level 3 qualifications in Coaching and Mentoring are designed for supervisors and first line managers and those who want to develop their coaching and mentoring skills.

It is designed to support the development of coaching and mentoring skills and techniques in order to help individuals and teams and achieve their objectives.

COURSE STRUCTURE

The course is divided into two types of qualifications You may work towards achieving the **Award** which requires you to complete a minimum of 5 credits, or the **Certificate** which requires you to complete a minimum of 13 credits.



AWARD:

The level 3 Award in Coaching and mentoring is a concise qualification aimed at developing basic skills and knowledge at this level. To achieve a Chartered Management Institute Award in Coaching and Mentoring, you need to successfully complete at least one unit to a minimum of 5 credits.

To complete the Award you will need to attend a one day workshop session, and complete the required assessment tasks. The one day workshop **(for award & Certificate candidates)** will cover the following topic areas:

What is coaching? How does it differ from 'managing' or counselling?

Principles of coaching; contracting, practices, values, trust and confidentiality agreements

Issues and challenges faced by the in-house coach/manager.

The coaching cycle, the coaching process from start to finish of the programme and the coaching process of each session.

The GROW Model, a simple model to help define the objectives of the person you are coaching.

The first coaching session and ensuring the coaching environment is right, building rapport, listening, setting objectives, questioning not directing.

The coaching toolkit, questioning techniques; coaching models and methods; Managing problems and conflict, developing and using transactional communication patterns.

Ending the coaching process, managing the final session and setting the 'coachee' up for success.

CERTIFICATE:

The level 3 Certificate in Coaching and Mentoring builds and broadens on the areas covered in the Award. To achieve a Chartered Management Institute Certificate in Coaching and Mentoring, you need to successfully complete a combination of units to a minimum of 13 credits. You will need to attend two days of workshop (to include workshop previously outlined) and complete associated assessment tasks. Topics covered in the second workshop includes:

DAY TWO:

Relationships and how to build rapport

Body language

Communication and influencing skills

Knowledge of Emotional Intelligence and how it affects behaviour

Exploring personality styles and how people behave

Ethics in coaching

Effective feedback to improve performance

Using NLP techniques to increase your personal impact

How to use coaching to develop creativity in the work-place

How to overcome resistance and limiting beliefs

Confidence and self-esteem

Listening and questioning skills

BENEFITS OF CMI TRAINING WITH DSM?

CMI are the Chartered body for management -that means they set the standards for management and leadership in the UK.

Boost your earning potential - our research reveals that people taking CMI qualifications earn £81,000 more over the course of their careers.

Stand out from the crowd - CMI are the biggest brand in the UK, so employers know and value what we stand for. It's a good partner to have on your CV_if you want to stand out.

Flexible learning - At DSM you will regular classroom based s will have an option for you, so whether you prefer classroom based or online, we can help you.

Access to a wealth of resources – You have access to E-tutors and researchers, as well as a range of online resources to supplement your course pack. This includes e-journals, and e-books.

Easy payment plan - You can pay your course fees in three instalments

Gain practical skills - CMI qualifications don't just provide abstract theory, they provide you with skills to make a real difference in your workplace.



COURSES STARTING SOON

Please contact us to enrol

0208 315 7575

www.trainwithdsm.com

21-23 Elmfield Road

Bromley BR1 1LT

Contact us for group bookings or on-site company provision