
GET QUALIFIED: COACHING & MENTORING



Level 3 Coaching & Mentoring

Level 5 Coaching & Mentoring

Level 7 Coaching & Mentoring

01 Your 'A-Game' Plan

A Winning Strategy for Personal and Professional Growth

Our purpose at Exponential Training is to “support managers and leaders to improve individual and organisational performance”. To do this, we start by understanding where you are right now; understanding your goals; and finding out where you want to be.

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...if you don't know where you are going, you'll never get there.

Our Vision:

To create a world of high performance Managers, Coaches and Consultants regardless of geographical borders and time zones.

Our Mission:

To provide a stimulating and supportive environment where current and aspiring managers, leaders, coaches and consultants can develop, grow and succeed.

Your Game Plan:

Your 'game plan' might be to become a Chartered Manager; to get your next career promotion; or to drive increased team performance and company growth. Our Performance Coaches will help you to define and clarify your 'game plan' and then to implement it.

“A shared vision provides direction. The right behaviours, skills and actions get you closer to your goals. Support from your own Exponential Training Performance Coach creates momentum and accelerates the achievement of your goals.”

John Moore, Exponential Training, Managing Director

02 Your Journey and Your Performance Coach

"Flexible and open learning with good opportunity for intervention and support from Exponential".

Alex Cook, Scottish Qualification Authority

Whether you are the Human Resources Director of a multinational enterprise, a manager in a small business or an individual sponsoring your own personal and professional career development, you can sure of one thing:

Exponential Training delivers. We deliver on our commitments. We deliver practical and flexible support. We also deliver highly effective, focused Performance Coaching to help you achieve your goals.

From the moment, you enrol on an Exponential Coaching & Mentoring programme, you have the support of the whole Exponential Training Team. You will work with a professional and dedicated Performance Coach who will engage you, inspire you and challenge you to achieve your goals.

Your Learning Journey:

Whilst everyone's Learning Journey is unique, there are five core elements you can expect from the Exponential Team:

1. One-to-one support from your own Performance Coach from Day 1
2. 'Second-to-none' support from your Performance Coach
3. Expert and practical feedback on your work and assignments
4. 24/7 access to our on-line tools and resources
5. FREE news, tools and top tips sent direct to your email in-box

Your Learning Journey will inspire you, challenge you and help you to become the professional coach and mentor you want to be.

P.S. As a bonus when you enrol on either our Level 5 or Level 7 Diploma, you will also be assessed to become recognised as a Chartered Manager



03 Level 3 Coaching & Mentoring



This programme is designed to develop the essential coaching and mentoring skills required by supervisors and first line leaders for developing and supporting team performance.

Incorporating practical coaching tools and techniques, this programme develops a skill set that will be used every day to develop and improve the performance of teams and individuals. It covers how to plan, deliver and wrap-up effective coaching sessions that deliver impact and results.

Level 3 Certificate Coaching & Mentoring (Duration: 2 – 3 Months) Two Units:

Unit Title	This unit is about:
Principles, skills and impact of coaching and mentoring	The core skills of coaching to impact on the performance of individuals and teams
Coaching and mentoring for individual and team needs	The coaching and mentoring process and how to meet the needs of individuals within your team

Level 3 Diploma in Coaching & Mentoring (Duration: 9 - 12 months) Four units plus the Certificate Units:

Coaching and mentoring relationships	Using coaching and mentoring to overcome barriers impacting on performance, enabling the achievement of goals and targets
Coaching and mentoring processes	Using feedback to support and encourage team members to make progress and to achieve performance targets
Completing the coaching and mentoring process	Wrapping up coaching and mentoring sessions and recognising the success achieved by teams and individuals
Managing team dynamics	Understanding how to support team development including how to support remote teams and team members

04 Level 5 Coaching & Mentoring



This programme explores how managers and business coaches can adopt a coaching management style to develop the performance of teams. They include practical tools and techniques enabling managers and coaches to get the results they need.

These qualifications will also support you if you are planning to move into a development role in your organisation or starting a career as a professional coach and mentor. The Diploma also includes the Chartered Manager.



Level 5 Certificate in Management Coaching & Mentoring (Duration: 3 – 6 Months) Three Units:

Unit Title	This unit is about:
Introduction to management coaching and mentoring	Introducing management coaching and mentoring to impact on the performance of managers and teams
Coaching practice and theory	Using a range of tools, interventions to facilitate effective coaching to drive and support performance
Using coaching and mentoring skills as a manager	Developing people's skills using effective and ethical mentoring and coaching practices and processes

Level 5 Diploma in Management Coaching & Mentoring (Duration: 12 months) Four units plus the Certificate Units:

Mentoring practice and theory	Using a range of mentoring tools, techniques and interventions to support effective mentoring to support achievements
Personal development as a manager & leader	Assessing and improving management, leadership skills and competencies to achieve performance goals and objectives
Management of coaching and mentoring	Ensuring management coaching and mentoring adds value to the performance and operation of the organisation
Management of action learning	Using action learning to support the development of individuals and teams to meet personal and organisational objectives

05 Level 7 Coaching & Mentoring



This MBA level qualification enables senior managers and executives to impact on the skills and performance of individuals and team. Leadership involves more than being personally effective and leading by example. It involves providing guidance and direction and developing and nurturing organisational talent and human capital.

These high level professional qualifications are also designed for professional coaches and mentors seeking to enhance and accredit their experience with a nationally recognised qualification.



Level 7 Certificate in Leadership Coaching & Mentoring (Duration: 3 – 6 Months) Two Units:

Unit Title	This unit is about:
Leadership coaching and mentoring skills	Developing skills and practices that support coaching and mentoring activities across the organisation
Strategic impact of coaching and mentoring	Evaluating the impact of development from coaching and mentoring, and its impact on strategic performance objectives

Level 7 Diploma in Leadership Coaching & Mentoring (Duration: 12 months) Five units plus the Certificate Units:

Coaching and mentoring within organisational culture	Impacting on the achievement of strategic performance objectives resulting from coaching and mentoring activities
Coaching and mentoring policies	Developing and implementing a coaching and mentoring policy throughout an organisation
Organisational coaching and mentoring	Initiating organisational coaching and mentoring by providing appropriate and effective, high level support
Developing performance management strategies	Ensuring that the performance of the team contributes to meeting strategic objectives
Implementing organisational change strategies	Identifying, developing and implementing change strategies to meet organisational objectives

06 Become a Chartered Manager



As a Chartered Manager Assessment Centre, Exponential Training includes the Chartered Manager as an integral part of our Level 5 and Level 7 Diplomas. Why?

Reason #1: Exponential Training aspires to deliver excellence and we believe the Chartered Manager represents excellence

Reason #2: Chartered Manager (CMgr) is the highest status that can be achieved in the management and leadership profession.

Reason #3: A Chartered Manager is about performance and impact – a Chartered Manager's average added value to their organisation is a MASSIVE £391,443

Get Chartered with Exponential Training

Our Chartered Manager exemption route is for experienced managers who have a CMI Level 5 or above Diploma plus three years' experience in a management-related role.

Your Performance Coach will support you to meet the Chartered Manager assessment criteria ready for CMI for validation.

Upon approval, you will be awarded Chartered Manager enabling you to use one of the following designations:

- CMgr MCMI
- CMgr FCMI

The Chartered Manager exemption route, only applies to those working towards and/or holding a CMI Level 5 or Level 7 Diploma.

"The process of becoming Chartered has given me more confidence and focus in my abilities especially seeking out new business opportunities. I now look to different ways of undertaking business, saving money and dealing with people."

**Simon Howlett CMgr
FCMI, Network
Engineering and
Insight Manager,
Openreach**

"The Chartered Manager award process has enabled me to focus on applying management theories and techniques to maximise my contribution to the organisation. It has raised my profile and allowed me the flexibility to put my knowledge and skills to good use. It has also set a good foundation for my continual professional development."

**Don McKie CMgr MCMI
Shell International**

07

My Action Plan

Turning your ideas and vision into reality requires a healthy, realistic approach and a clear understanding of what you want to achieve. You need to think realistically about your current knowledge and skills, your ideas and plans and then act.

Use this worksheet to help you take your first 'Get Qualified' steps.

Step One: Why are you researching our CMI professional coaching and mentoring qualifications?

Step Two: What is your end goal and why do you believe our CMI professional coaching and mentoring qualification is right for you?

Step Three: Which of Exponential Training's CMI professional qualifications will help you reach your goal?

Step Four: Why is Exponential Training's flexible, on-line delivery supported by your own Performance Coach right for you?

Step Five: On a scale of 1 – 10, how committed are you to achieving your goal? (10 being totally committed)

Step Six: What action will you take NOW to convert your goal into a reality?

- a) Book a complimentary consultation with Exponential Training to explore my options
- b) Talk to other people (i.e. manager, team members) about my options
- c) Carry on researching my options
- d) Do nothing