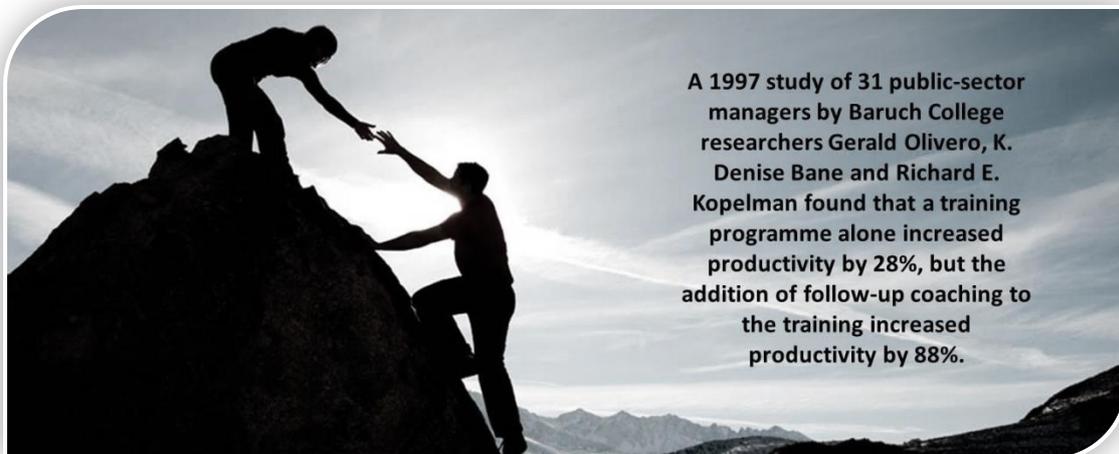


An introduction to The ILM

The Institute of Leadership and Management is a well-established and arguably one of the best known qualification awarding bodies in the UK, having been established in 1964. The ILM has worked with some of the UK's biggest and best known employers to implement recognised and transferrable qualifications for their staff, and is also a key player in working with independent training providers to offer 'open' courses that individuals can attend to achieve a good quality and well recognised qualification in a subject of their choice.

The ILM offers qualifications including NVQs, SVQs and VRQs at levels 2 – 7 on leadership and coaching topics. This particular programme is the Level 5 Award in Coaching and is not delivered in an academic style by Emerge; instead, delegates will attend the workshops, complete self-managed learning in their own time with the support of the tutor and other delegates, and they will achieve the qualification by undertaking practical coaching activities. They then submit written reviews of these activities, and will submit three separate assignments at the end of each workshop module. This effective and proven balance of cognitive assignments based on practical application of the core skills and behaviours of the programme ensures a comprehensive development experience, and one that supports the individually fully throughout.



Emerge will provide delegates with a road-map of their learning throughout the programme, showing them exactly what they need to do, when, in what level of detail and style, and will be there to offer support and guidance throughout the process. Please see the programme illustration that provides an overview of the ILM Level 5 journey.

Additionally, the ILM website offers a 'studying membership' service that you can access once you are registered (Emerge will do this on your behalf and send the delegates their login details). You will be able to access a range of learning and general interest resources including the ILM magazine, the ILM library, study guides, reading lists and many other resources.

Just some of the benefits you might achieve by learning the skills of coaching and mentoring:

- Clarity of your own objectives and knowledge of how to achieve them
- Better relationships with others
- Improved leadership and management skills
- The ability to motivate your team and stakeholders to better performance
- Greater fulfilment at work
- A better understanding of yourself and others
- Career development or progression, a qualification for your CV
- The opportunity to share ideas and learning with a group from across the organisation

The Level 5 Certificate in Coaching and Mentoring

The programme begins with the pre-course work – those all-important materials and tasks that will mentally prepare the delegates for your development. The pre-course work for Module 1 is a minimum of 8 hours of effort (there is no maximum) – this includes reading, undertaking questionnaires, watching videos, completing exercises and identifying real issues in the delegate’s current coaching activity at work. The real issues are used within the coaching content and will enhance the experience of the development.

Module 1 is a 2 day workshop with a Tutor covering the subjects of ‘Understanding the skills, principles and practice of effective coaching and reflection on your coaching’. During the workshops the delegate will take part in discussions, exercises in groups and pairs, coaching practice activities and receive quality facilitation and coaching input from the Tutors and their peers.

At the end of Module 1, the Tutor will talk delegates through the assignments that need to be completed before they return to complete Module 2. They will also provide the delegates with an overview of the additional self-managed learning activity they need to undertake as interim work (approximately 12 hours of learning effort is required, excluding the assignment itself), and will book their 1:1 supervision session appointment. The supervision session is crucial to the development journey and provides learners with personal guidance, support and coaching to accelerate the learning experience and ensure they remain on track and focused.

Delegates then have a period of roughly 8 weeks to complete their interim work prior to coming back to attend the final Module. This period can be agreed in advance with the client and the group to work with internal commitments and workload.

During Module 3 ‘Undertaking management coaching/mentoring in the workplace’, the tutor will provide the assignment criteria for the final assignment and coaching practice, which is planning, delivering and reflecting on the 6 hours of coaching activity, and they will talk them through approaches, templates, submission guidelines and dates etc.

At all stages, the delegate will have access to the Tutors via email and they will be available to refer to for guidance and support as required, Delegates will be provided with access to many tools, research, case studies and self-assessment tools to create a professional, self-directed approach to their development.

For delegates who do not hold any formal coaching or mentoring qualifications, acceptance onto the programme require that at least two of the minimum criteria set out below are met:

- Have attended a recognised or endorsed coaching/mentoring training programme and/or have conducted structured and formal coaching/mentoring activities with direct reports or clients for a minimum of 24 months which has been supervised by a qualified coach/mentor
- Currently be in a line management position where they are responsible for performance management and developing people's skills and knowledge on a day to day basis
- Have a number of direct reports (and/or clients or colleagues) that they are currently or will be conducting formal coaching/mentoring for within the next 24 months
- Be working as a business coach with a selection of clients with whom they will be conducting formal coaching/mentoring within the next 24 months

Due to the nature of the interim and post course work requirements, we also require all delegates to have a good pass rate (minimum grade C or above) at English GCSE or equivalent to enable them to successfully complete the assignments.

Programme fees

- Fees for the **Certificate programme** are **£2495** plus VAT per person.
- Fees include comprehensive programme support materials including programme workbooks, course reading materials, 1:1 tutorial support, ILM registration fees, ILM certification and assessment
- Payment terms are available upon request.
- Costs are based on the use of an external venue where lunch and refreshments will be provided.

Application

Delegate numbers are restricted to ensure that the tutor: delegate ratio enables us to assure a high level of support.

If you have any questions about the programme or how it will help you achieve your coaching goals, please contact Emerge and we will be very happy to discuss.

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