

Effective Workplace Coaching

ILM Accredited, Level 3 Award

(In-house Delivery)



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Who is this qualification for?

Coaching is an increasingly important part of organisational success, and the ability to develop and embed a coaching culture is a defining factor in this success. This accredited ILM 3 Award in Effective Coaching will develop your coaching skills and enable you to act as a Workplace Coach who is able to positively effect change in your surroundings through empowering those around you by asking appropriate questions, actively listening and giving constructive feedback.

Ideal for those who are required to coach others within their organisation either as a line manager or where coaching forms part of their job role. Participants must have access to at least two coachees during the programme to undertake a minimum of six hours of coaching outside of the course sessions.

What will the programme cover?

Part One - Understand the purpose of effective coaching in the workplace

- The role and responsibilities of an effective coach
- The skills, knowledge and behaviours required of an effective coach
- How to overcome potential barriers to coaching
- Identify methods to initiate a productive working relationship with an individual
- Learn the rationale for and process of contracting in coaching
- Recognise what represents safe and ethical practice in coaching
- How to manage a coaching process using a recognised coaching model
- Use a range of coaching tools or techniques that can be used to identify preferences and agree goals or outcomes to facilitate the coaching process
- Explore methods for monitoring and reviewing progress towards goals
- The importance & purpose of coaching records for the coach and coachee
- Reflective practice and supervision within a coaching context

Part Two – Coaching in Practice (6 hours)

Delegates will be asked to complete a minimum of three hours 'live' coaching with at least two people from their workplace. Supervised Session (Virtual) – your trainer / tutor will be required to attend one of your coaching practice sessions. A pre-agreed date will be scheduled to suit all participants.

Part Three – Coaching Diary & Reflective Journal

During the live coaching sessions, delegates will be required to keep a detailed coaching diary that will be used to gather feedback and help each person reflect on their ability to perform effectively as a coach within the workplace.

This will include identifying personal development objectives, actions and measures of success covering a minimum of a six-month period.

Duration & assessment methods

The total qualification time is a minimum of 97 hours spread over a 5 to 6 month period and comprises of:

- Mandatory attendance of knowledge-based training workshops
- At least two hours of tutorial support
- Supervised coaching sessions
- Assignment work
- 'Live' coaching skills practice

Delivery Format – In-house Programme

This programme can be delivered in the following formats:

- Face to face, classroom-based workshops
- Virtual training workshops
- Blended delivery

The programme can be tailored to reflect the culture of your business and incorporate any coaching initiatives that are already in place.

Fee Structure

We would strongly recommend a maximum of 10 people per in-house cohort to ensure that engagement levels and interaction throughout the programme remain high.

Please get in touch and we can provide you with an accurate total cost based on the number of people you have in mind.

The fee breakdown would include:

- ILM Registration Fees
- All mandatory training workshops
- Supervised coaching sessions
- Tutor support
- Programme support documents / resources
- Marking of delegate assignments, coaching diaries and reflective journals
- ILM Accredited Certificate.



Onboarding Meeting, Delegate Induction & Welcome to the Programme

Part One - Understand the Purpose of Effective Coaching in the Workplace

- The role and responsibilities of an effective coach
 - The skills, knowledge and behaviours required of an effective coach
 - How to overcome potential barriers to coaching
 - Identify methods to initiate a productive working relationship with an individual
 - Learn rationale for and process of contracting in coaching
 - Recognise what represents safe and ethical practice in coaching
 - How to manage a coaching process using **a recognised coaching model**
 - Use a range of coaching tools or techniques that can be used to identify preferences and agree goals or outcomes to facilitate the coaching process
 - Explore methods for monitoring and reviewing progress towards goals
 - The importance & purpose of coaching records for the coach and coachee
 - Reflective practice and supervision within a coaching context
- (3 days in total – delivered as six mandatory virtual training workshops)

Issue & Completion of your ILM Assignment

Part Two – Coaching in Practice (6 hours)

Delegates will be asked to complete a minimum of three hours 'live' coaching with at least two people from their workplace.

Supervised Session (Virtual) – your trainer / tutor will be required to attend one of your coaching practice sessions. A pre-agreed date will be scheduled to suit all participants.

Tutor support & guidance – Action Learning Sets will be scheduled to provide the ideal opportunity for delegates to review the outcomes of their live coaching sessions.

Part Three – Completion & submission of a Coaching Diary & Reflective Journal

An accurate and complete coaching portfolio must be submitted to log the actions, activities and outcomes of the live coaching sessions. This will include identifying personal development objectives, actions and measures of success covering a minimum of 6 months.

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Week
1

Weeks
2 to 7

Weeks
8 to 12

Weeks
12 to 16

Weeks
17 to 18

****Delegate Resources****

Futureproof will provide delegates with best practice templates for documenting their live coaching sessions, this includes:

- Coaching diary
- Coaching plan
- Coaching contract
- Coaching assessment tools
- Coachee feedback forms
- Reflective logs
- CPD logs



Futureproof

Please get in touch to discuss your learning and development requirements in more detail. Our team of development consultants would welcome the opportunity to provide you with further information regarding how we could help.

You can contact us:

By calling +44 (0) 1623 409 824 or

By emailing info@futureproof-training.co.uk