



# **ILM Level 7 Certificate Executive Coaching & Leadership Mentoring ILM Level 7 Diploma for Professional Executive Coaches & Leadership Mentors**

## **Who is this Course for?**

Coaches. Managers and HR professionals wishing to take their coaching skills to the next level.

The ILM Level 7 Certificate in Executive Coaching and Leadership Mentoring and the ILM Level 7 Diploma for professional Executive Coaches and Leadership Mentors aim to provide practising senior leaders and managers (or those working in a training and development role) with the knowledge, skills and confidence to perform effectively as coaches/mentors as part of their normal work role. In addition the Diploma aims to equip participants seeking to move into a development role within their organisations or to freelance as an executive coach or leadership mentor.

**The Certificate in Executive Coaching and Leadership Mentoring** is made up of three mandatory units which enable participants to develop their understanding of this level of coaching and mentoring and to develop the skills necessary to assist their clients. During the final mandatory unit participants plan, deliver and review at least 12 hours of leadership mentoring or executive coaching.

**The Diploma for Professional Executive Coaches and Leadership Mentors** is aimed at participants who will be significantly involved in executive coaching/leadership mentoring – within an organisation or more likely as a freelancer. Participants complete the same three mandatory units as in the Certificate above but also complete an additional unit, 'Undertaking an extended period of supervised mentoring or executive coaching'. In this practical unit participants will develop and improve their performance as management coaches/leadership mentors and as reflective practitioners.

They will take around 125 hours to plan, organise and evaluate an extended period of coaching or mentoring. (Please note participants are not required to undertake the Certificate in Executive Coaching and Leadership Mentoring as a prerequisite and may join the Diploma for Professional Executive Coaches and Leadership Mentors directly.)

## **Investment**

### **Certificate**

£2000 (plus VAT)

### **Diploma**

£2800 (plus VAT)

## **Dates: Training Modules**

20-22 February 2012

24-26 April 2012

## **Dates: Supervision Groups**

TBC

## **Venue:**

The GWiz Learning Partnership,  
Moggerhanger, nr Bedford, UK

## **Contact:**

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## ILM Level 7 Executive Coaching & Leadership Mentoring ILM Level 7 Diploma for Professional Executive Coaches & Leadership Mentors

### Written Assignments Summary

- ✓ Work Based Assignment – essay format 2000 to 3000 words.
- ✓ Reflective Review and Coaching /Mentoring Diary - Part essay format and part table format.
- ✓ CPD Plan, Learning Log and Reflective Review – Part essay format and part table format.

Guidance support and feedback will be provided to students to ensure the best possible outcomes.

<b>Qualification Overview</b>		
	<b>Level 7 Certificate in Executive Coaching and Leadership Mentoring</b>	<b>Level 7 Diploma for Professional Executive Coaches and Leadership Mentors</b>
<b>Notional credit value*</b>	Minimum 15 credits	Minimum 45 credits
<b>Guided learning</b>	Minimum 45 hours	Minimum 65 hours
<b>Duration</b>	Completion within 2 yrs	Completion within 3 yrs
<b>Structure</b>	Three modules of two days each that include the mandatory units with a combined credit value of 15. One Group Supervision session. Ongoing tutor support.	Three modules of two days each that include the mandatory units with a combined credit value of 45. Four Group Supervision sessions spaced over 12 months. Ongoing tutor support.
<b>Assessment – mandatory units</b>	<ul style="list-style-type: none"> <li>✓ Work-based assignment</li> <li>✓ Reflective review and coaching/ mentoring diary</li> </ul>	<ul style="list-style-type: none"> <li>✓ Work-based assignment</li> <li>✓ Reflective review and coaching/ mentoring diary</li> <li>✓ CPD plan, learning log and reflective review</li> </ul>
<b>Entry requirements</b>	There are no formal entry requirements but participants will normally be practising senior managers. They should normally have successfully completed an ILM Level 5 qualification in Management, or higher, or an equivalent qualification. Exceptional learners, who have no formal qualification in management or leadership, but who have several years' experience and have completed some formal training in the role, may also participate.	
<small>*All references to credit ratings refer to an ILM notional credit rating, pending the introduction of the English Qualification and Credit Framework which will ratify/revise these ratings. One credit is equivalent to a nominal ten hours of learning time</small>		



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## LEARNING OUTCOMES

### Certificate

By the end of this course, delegates will be able to:

- ✓ Evaluate the contribution of leadership mentoring and executive coaching in developing leadership performance.
- ✓ Critically review the necessary conditions for leadership mentoring and executive coaching to develop effective leadership practice
- ✓ Critically review own abilities to perform effectively as a leadership mentor or executive coach
- ✓ Understand how the client's personal characteristics and organisational context affects own performance as leadership mentor or executive coach
- ✓ Use peer mentoring and reflective learning to develop self as an effective leadership mentor or executive coach
- ✓ Agree a contract for leadership mentoring or executive coaching
- ✓ Plan, deliver and review at least 12 hours of leadership mentoring or executive coaching
- ✓ Reflect on and review own leadership mentoring or executive coaching practice to inform own development

### Course Content

The following outline provides a flavour of the topics covered during the training modules for both programmes. The material is constantly updates so some changes may be made to the final sessions.

#### Introduction

Aims and Outcomes  
Defining Coaching and Mentoring  
The Importance of Contracting  
JOHARI Window

#### Models of Coaching

Kolb's Cycle Model  
Honey and Mumford's Learning Styles Variation  
The Art of Goal Setting  
The Grow Model  
The SPOT Model  
Double Loop Learning  
Theories Of Action  
NLP Process Overview

#### Personality Differences

Values  
Myers Briggs Type Indicator

#### Attitude and Beliefs

The Power of Perception  
Running Your Own Brain  
The truth about Goals

#### Building Relationships

Advanced Rapport  
NLP for Understanding & Motivating Staff  
End State Energy

#### Communication Theories

Discourse Analysis  
Hierarchy of Ideas  
Sociolinguistics



## LEARNING OUTCOMES

### Diploma Additions

By the end of this course, delegates will be able to:

- ✓ Use coaching supervision, planned practice and professional networks to develop and improve own leadership mentoring or executive coaching practice
- ✓ Plan, organise and undertake leadership mentoring or executive coaching to achieve agreed goals to enhance leadership capability and support organisational development
- ✓ Gather and use feedback to reflect on and critically review own performance, and plan own continuing professional development as a leadership mentor or executive coach

# ILM Level 7 Executive Coaching & Leadership Mentoring ILM Level 7 Diploma for Professional Executive Coaches & Leadership Mentors

### Verbal and Non verbal Communication Skills

Questioning, Listening, Reflecting and Summarising  
Utilising Non Verbal Communication  
Analysing Non Verbal Behaviour

### Nature and Value of Networks

Analysis of Personal Networks  
Development of Networking Skills  
Managing Self and Time to Build/Sustain Networks  
Handling Data

### Objectivity and Ethics

Objectivity: Assessing yourself and others  
Business Ethics  
Ethics and Integrity  
Morality and Ethics  
Finding Your Position  
'Resolving' Ethical Dilemmas  
Ethical Stances  
Transference re-visited  
Diversity and Its Implications

### Goals, Problems and Decisions

Leadership Goals  
Analysis of Problems and Decisions

### Handling Internal Obstacles

Challenging Assumptions  
Emotional Intelligence  
Resolving Confusion



## **ILM Level 7 Executive Coaching & Leadership Mentoring ILM Level 7 Diploma for Professional Executive Coaches & Leadership Mentors**

### **Creativity and Vision**

Creativity and Innovation  
Multiple Perspectives  
The Drama Triangle & The Winners' Triangle  
Developing Vision  
Effective Relationship Closure

### **Identifying Strengths and Development Areas**

Identifying 'S & DAs'  
Self Reflection and Evaluation  
Testing Your Questions  
Using Feedback to Develop Your Resources

### **Supervision Practice**

What is supervision?  
What is peer supervision?  
What is reflective practice?  
Reflective and Supervision Needs

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