

CMI LEVEL 5 CERTIFICATE IN COACHING AND MENTORING (ONLINE)



PROGRAMME OUTLINE

The Level 5 Certificate in Coaching and Mentoring provides an opportunity for you to build on your coaching and mentoring skills and gain a recognised CMI qualification.

The Level 5 Certificate in Coaching and Mentoring is delivered over 180 learning hours (three level 5 units) including 160 guided learning hours and 20 hours of logged coaching, which includes a combination of a three virtual workshops (delivered over 5 days), webinars, observed coaching practice, documented coaching hours and other self-directed activities such as written assignments and reflective journals.

THE UNITS STUDIED ARE:

Unit 5014 – Introduction to management coaching and mentoring

This unit is about introducing the practice of management coaching and mentoring and the impact on individual development and performance. It will enable you to develop your skills and understanding of how to use a coaching style to have productive conversations with your team members in order to meet desired goals and objectives.

Unit 5015 – Management of coaching and mentoring

This unit is about management coaching and mentoring and its operation within the organisation. It will enable you to understand the impact coaching and mentoring can have and how to monitor and evaluate that impact.

Unit 5016 – Management coaching and mentoring skills

This unit is about the development of skills and learning styles in the management coaching and mentoring. It will enable you to understand how learning and development styles support the coaching and mentoring practice, support you to develop skills as a manager in coaching and mentoring and ensure that you are able to articulate and develop a coherent ethical framework to support coaching and mentoring within your organisations.



HOW IS THE PROGRAMME ASSESSED?

All the learning outcomes and assessment criteria related to the units detailed above need to be assessed. Assessment is via a range of activities including a written assignment, observed coaching session, logged coaching hours, action plans and reflective journal.

PROGRAMME SUMMARY

LEARNING HOURS	COACHING HOURS (IN ADDITION TO THE UNIT TIME)	WHAT DOES THIS INCLUDE?
180 (Three level 5 units)	20 hours of logged coaching practice	• Five days attendance at virtual workshops over six months • Observed coaching practice • Documented coaching hours • Self-directed activities such as written assignments and reflective journals

WHAT IS INCLUDED?

- Boo Coaching handbook
- GROW model coaching cards
- Coaching and Mentoring at Work textbook by Mary Connor and Julia Pokora
- Boo emotionally Intelligent Leadership handbook
- 1 years membership to the Chartered Management Institute
- 1 years membership to CPDme
- Access to world class facilitators and coaching experts
- On-going access to all Team Boo alumni events

PRE-COURSE LEARNING

In order to prepare for the programme, you will need to complete some pre-course learning. This will involve completing a lifeline. You will also need to think about some themes or issues that you would like to discuss in coaching scenarios during the programme.

ONLINE DELIVERY

There will be around 8 weeks between each workshop to allow time for practise and completion of assessments /self-study.

WORKSHOP 1

DAY 1

SESSION 1 (2HRS)

- WELCOME AND INTRODUCTION TO THE PROGRAMME
- INTRODUCTION TO COACHING AND MENTORING
- COACHING CONTINUUM

SESSION 2 (2HRS)

- WHAT MAKES A GREAT COACH?
- CORE COACHING SKILLS - LISTENING, QUESTIONING, CONTRACTING
- ROLES AND RESPONSIBILITIES OF A COACH

SESSION 3 (2HRS)

- INTRODUCTION TO THE GROW MODEL
- INTRODUCTION TO THE COACHING WHEEL

SESSION 4 (2HRS)

- COACHING DEMONSTRATIONS
- COACHING PRACTICE
- REFLECTIONS

WORKSHOP 2

DAY 1

SESSION 1 (2HRS)

- WELCOME AND INTRODUCTION
- REVISITING CONTRACT
- CHECK IN
- INTRODUCTION TO EMOTIONAL INTELLIGENCE
- EI: SELF AWARENESS

SESSION 2 (2HRS)

- EI: EMPATHY
- EI: SELF MANAGEMENT

SESSION 3 (2HRS)

- WELCOME BACK AND REFLECTIONS
- EI: RELATIONSHIP MANAGEMENT
- EMCC COMPETENCIES
- REVISIT GROW
- ASSESSMENTS AND WRAP UP

SESSION 4 (2HRS)

- COACHING PRACTICE
- REFLECTIONS

DAY 2

WORKSHOP 3

1 DAY

SESSION 1 (2HRS)

- WELCOME AND INTRODUCTION
- ETHICAL DILEMMAS IN COACHING AND MENTORING
- WORKING WITH VALUES IN COACHING AND MENTORING

SESSION 2 (1HR)

COACHING PRACTICE

SESSION 2 (1HR)

- REFLECTIONS ON COACHING PRACTICE
- ASSESSMENT SUPPORT
- WRAP UP, NEXT STEPS AND COACHING PLEDGES



CHARTERED MANAGEMENT INSTITUTE – THE BENEFITS TO YOU

You can benefit from an extensive range of invaluable benefits, including

- **ManagementDirect**, the UK's largest and most comprehensive online resource centre for management and leadership.
- Online CPD recording tool
- *Membership Matters* - CMI's monthly e-newsletter keeping you up to date with the largest research, news and events
- Access to CMI Achieve, the exciting new mentoring scheme
- Exclusive networking opportunities, both online and through events
- Opportunities to become a Chartered Manager, the most prestigious award attainable in the management profession
- Free subscription to CMI's quarterly management magazine



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