

LEARNING AND COACHING CONSULTANT **ROLE**

#TEAM BOO

WORK
HARD
&
BE NICE
TO PEOPLE

LEARNING AND COACHING CONSULTANT ROLE

YOU HAVE A UNIQUE AND BRILLIANT ROLE AT BOO!



You make such a difference to our customers and those participating on our programmes through your coaching approach and supportive facilitation.

So, in order for you to stay brilliant we thought we would give you as much clarity as possible on what a brilliant Learning and Coaching Consultant at Boo does!



#TEAM BOO

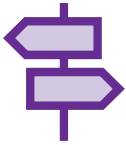
THE CORE ELEMENTS OF YOUR ROLE ARE

CLIENT DELIVERY facilitating a wide range of learning programmes covering topics such as leadership, coaching, mentoring and wellbeing	Creating social value through all you do at Boo and beyond	Assessment and support for learners on our accredited programmes
GROUP COACHING	1:1 COACHING this can be at all levels in organisations and with members of our community	Design & record online webinars & learning resources



LEARNING PROGRAMME – WHAT THAT MEANS IN A LITTLE MORE DETAIL

1. Consult client organisations to assess learning requirements
2. Draft baseline evaluation based on learning outcome needs
3. Complete scheme of work if necessary
4. Design materials if necessary
 - Based on current leadership trends
 - Ensuring quality: testing tools, proof reading
5. Review resources post learning interventions and update as necessary
6. Continuously review and update tools and techniques
7. Design and record online webinars, learning resources and any other resources that support our team and our customers



BUSINESS DEVELOPMENT

1. Meet potential clients to assess needs following discussion with Business Development Lead
2. Attend learning and networking opportunities
3. Represent Boo on a public platform
4. Generate media content
5. Identify and engage with potential customers from all sectors
6. Identify and contribute to bids and tenders e.g. procurement websites
7. Research current policy trends



COACHING & MENTORING

1. Conduct chemistry conversations – boundaries management, confidentiality, goal settings, sponsor and reporting
2. 3 way contracting discussions with coach client and sponsoring manager
3. Complete objectives and timescales
4. Schedule and conduct coaching sessions using your Zoom account or face to face
5. Access team supervisor on a quarterly basis to ensure you are working ethically
6. Deliver coaching and evaluate the impacts

CMI CENTRE MANAGEMENT



1.
IDENTIFY
COURSES
RUNNING IN
ADVANCE



2.
AGREE
COURSE
LEAD

3.
ALLOCATE
LEARNERS
TO TWO
TUTORS

4.
COMPLETE
PERSONAL
LEARNER PLAN



5.
FOLLOW
PERSONAL
LEARNING PLAN



6.
REVIEW AND
FEEDBACK TO
CENTRE MANAGER



7.
ENSURE
ASSIGNMENTS
SUBMITTED

8.
PROVIDE
PERSONAL CARE
FOR LEARNERS AS
NECESSARY



THINGS TO DO WHEN YOU ARE NOT DELIVERING BRILLIANT LEARNING OR COACHING

1. Maintain Dropbox – keep only what you really need for your job. When you have some time please spend some of it removing unnecessary documents from Dropbox so we only store what we really need to be brilliant at our jobs.
2. Develop and design innovative kit – if you spot an opportunity to make something even better or you think of a great new product or programme then spend time developing it and sharing it with the team.
3. Complete personal development – we will only maintain our high performance and high quality delivery if we take care of our own learning...use your time to access a mentor, read a good book, write a blog etc. Record your learning via your CPDme.
4. Maintain monthly 1:1s with your line manager and participate in all team development.
5. Reviewing learning materials in order to ensure high quality resources
6. Researching useful events and potential business opportunities
7. Recording social value case studies

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