

ilm level 3 award in workplace coaching

About us

Established in 1996, t2 business solutions has grown to become one of the largest providers of training and development in the UK. We currently work with hundreds of organisations across the UK, training and coaching thousands of people each year.

Our aim is to help organisations and individuals close the gap between their performance and potential through our portfolio of training and coaching services. Our Directors are constantly spanning the globe for innovative ideas and best practice to incorporate into our portfolio.

All our trainers, coaches and consultants are full-time employees, who are constantly evaluating and improving our services through feedback from our clients.

ILM Level 3 Award in Workplace Coaching for Team Leaders and First Line Managers

The ILM Level 3 Award in Workplace Coaching for Team Leaders and First Line Managers focuses on the skills and knowledge required to coach team members effectively in the workplace and develop their performance.

The programme is a concise qualification made up of three mandatory units which introduce the key aspects of coaching in the workplace.

Who is it for?

The ILM Level 3 Award in Workplace Coaching is for Team Leaders and First Line Managers. Its aim is to equip them with the knowledge, skills and confidence to perform effectively as workplace coaches as part of their normal working role. There are no formal entry requirements, but participants will normally be practising team leaders or first line managers.

What will I learn?

Throughout the ILM programme, you will learn how to:

- Describe the effective workplace coach's role, responsibilities, characteristics and behaviours
- Explain the importance of assessing learning styles, agreeing learning outcomes and overcoming potential barriers to ensure that workplace coaching is effective
- Assess own ability to use a variety of interpersonal communication strategies and give effective feedback to learners on their performance to coach them in the workplace

What makes the programme different?

The focus of the qualification is on using coaching as an improvement tool, helping team leaders and first line managers to pass on their experience and expertise to others. Coaching, used properly, is a highly effective way of helping individuals to develop their performance to very high standards.

Team leaders and first line managers who have successfully completed an ILM Level 3 Award in Workplace Coaching can feel confident of their ability to coach professionally, and their employing organisations can benefit from the effective and efficient use of their time.

Programme Timetable

Workshop 1

Understanding Good Practice in Workplace Coaching - Unit D3.01

Participants assess their own ability to use a variety of interpersonal communication skills when giving effective feedback to learners.

Workshop 2

Organising Workplace Coaching - Unit D3.02

Participants look at the range and value of different learning resources to support safe and effective coaching, alongside practical skills in how to monitor and record learner progress.

Workshop 3

Undertaking Supervised Coaching in the Work Place - Unit D3.03

Participants plan and organise workplace coaching sessions, undertaking coaching and then monitoring/ reviewing their own workplace coaching performance.

Workshop 4 – Half Day

Coaching Practical

Assignment

Each candidate must complete to the national standard as approved by the ILM External Verifier:

- A **work-based assignment**: covering units **D3.01** and **D3.02**
- A **coaching diary**: undertake a minimum of 6 hours workplace coaching and maintain a coaching diary to reflect on your performance.

Duration

3.5 days

How will my company or organisation benefit?

Your organisation will benefit from having professionally qualified workplace coaches who are able to:

- Improve productivity, quality, and shareholder value
- Gain increased employee commitment and satisfaction, which can lead to improved retention
- Demonstrate to employees that the organisation is committed to developing its staff and helping them improve their skills
- Support employees who've been promoted to cope with new responsibilities
- Help employees to sort out personal issues that might otherwise affect performance at work
- Gain a satisfactory process for self-development
- Support other training and development initiatives (e.g. reduce 'leakage' from training courses)

The workplace coaches will benefit by:

- Improving their managerial and interpersonal skills
- Maintaining better relationships with colleagues
- Learning how to identify and act on development needs
- Having greater confidence
- Becoming more effective / assertive in dealing with people
- Having a positive impact on performance
- Having greater self-awareness and gain of new perspectives
- Acquiring new (transferable) skills and abilities
- Developing greater adaptability to change
- Improving their work-life balance
- Reducing stress levels

Contact

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