

## FLEXIBLE WORKFORCE DEVELOPMENT FUND – COURSE OUTLINE

### Programme Title

ILM Level 3 Award in Coaching (SCQF Level 6)

### Overview

This qualification is ideal for individuals in first-line management roles who are seeking to develop the tools, knowledge and confidence to coach people as part of their normal working role.

### Programme Objectives

Upon successful completion of the course learners will have an understanding of:

- The context for effective workplace coaching
- The process and content of effective workplace coaching
- How to plan and organise coaching sessions
- How to undertake coaching sessions
- How to feedback and reflect on effectiveness of coaching activity
- How to assess own abilities and characteristics as a workplace coach
- How to reflect on own communication and interpersonal skills when coaching
- How to summarise coaching reflections and plan for future development needs

Learners will complete the following units:

- Understanding Good Practice in Workplace Coaching
- Undertaking Coaching in the Workplace
- Reflecting on Workplace Coaching Skills

In order to fully complete the qualification we would estimate that learners will require approximately 66 hours of self-study time, out with class times to support completion of assessments.

(NB these objectives will be used to measure learner's existing knowledge in this area prior to commencement of training and upon completion of training as evidence of distance travelled)

### Awarding Body

Institute of Leadership & Management (ILM)

### SCQF Level

6

### Benefits to Employers

- Implement coaching to improve performance in your organisation
- Develop a coaching culture in your organisation by developing your managers as truly effective coaches
- The development of your workforce can result in benefits to your business including:
  - Increased productivity and efficiency to support business growth
  - An engaged and motivated workforce
  - Excellent service to your customers
  - Reduced absenteeism and employee turnover

### Benefits to Employees

- Know what it takes to be an effective coach in your workplace
- Understand how coaching works – learn a coaching model, and the tools and techniques to support it
- Put your new skills into practice in your job – carry out supervised coaching sessions
- Analyse, assess and plan to improve your coaching ability

### Duration

Delivery: 11 half days (weekly sessions)