

# ILM Level 7 Certificate for Executive and Senior Level Coaches and Mentors

5 Virtual Live Training Days (2+1+2)

## Who is this qualification for?

This qualification is designed for Senior Managers or Human Resources (HR)/ organisation development (OD) professionals who wish to develop their expertise and credibility in the field of executive and senior level coaching and mentoring, or to establish coaching at an organisational level. It is also ideal for professional coaches and mentors seeking to enhance and accredit their experience with a nationally recognised qualification.

## Aim of the programme

To develop advanced skills of coaching and mentoring within a nondirective, non-judgmental framework. This will be achieved through critically reviewing the role and contribution of coaching and mentoring at a senior level to individuals and organisations.

## Learning Outcomes

- Understand the strategic purposes of coaching and mentoring at an executive or senior level
- Analyse the knowledge, skills, behaviours and practices necessary for effective coaching or mentoring at an executive or senior level
- Plan, deliver and review own effective coaching or mentoring at an executive or senior level
- Learn why reflective learning is important for own professional practice
- Be able to plan own future professional development activities as a coach or mentor operating at an executive or senior level



## Programme Support

The qualification adopts a blended learning approach that includes a range of activities:

- 5 x virtual interactive live training days (2+1+2) 9.30am-4.30pm
- 2 x virtual group supervision sessions (2 hours per session)
- A dedicated coach-mentor-supervisor who will work with you throughout the qualification
- 3 x one-to-one telephone coaching sessions with your dedicated coach-mentor-supervisor
- 12 months unlimited telephone and email access to your dedicated coach-mentor-supervisor
- Supervised peer coaching and mentoring
- Assessment webinar – providing guidance on how to complete the assessed work
- 12 months ILM membership where you can access latest thinking and resources
- Additional resources—guided reading and reflection, video tutorials

## Assessment Requirements

The qualification is made up of three mandatory units which enable participants to understand, develop and demonstrate knowledge and skills in coaching and mentoring. You are required to submit three pieces of written work:

1. Understanding the Principles and Practice of Effective Coaching and Mentoring at an Executive or Senior Level
2. Undertaking Coaching or Mentoring at an Executive or Senior Level
3. Reflecting on Your Ability to Perform Effectively as a Coach or Mentor at an Executive or Senior Level



# Plan

## Why Accreditation?

In today's competitive market it is hard to stand out from the crowd. More and more coaches are seeking accreditation in order to demonstrate excellence in their profession. The accreditation route allows participants to receive a robust qualification that has been approved by the Government's regulated qualification framework. This assures you that our qualifications are of high quality, well designed and fit for purpose.

## Dedicated Coach-Mentor – Supervisor Support

We are dedicated to providing you with exceptional personalised support as you undertake your qualification. With your coach-mentor – supervisor by your side every step of the way, you'll receive guidance, supervision, and assistance whenever you need it, whether it's through a quick phone call or email.

**EMCC**  
European Mentoring & Coaching Council

**ilm**

## Schedule of Work

<b>Pre Course Activities</b>	Self-led Learning	<ul style="list-style-type: none"> <li>Completion of coaching skills assessment</li> <li>Self directed learning: Guided reading</li> </ul>
<b>Week 1</b>	Virtual Live Training	<ul style="list-style-type: none"> <li>Induction 3 hours</li> </ul>
<b>Week 2</b>	Virtual Live Training	<ul style="list-style-type: none"> <li>2 days</li> </ul>
<b>Week 2-4</b>	Self-led Learning	<ul style="list-style-type: none"> <li>Completion of learning styles questionnaire</li> <li>1 x one-to-one session with a coach-mentor-supervisor</li> <li>1 x co-coaching session</li> </ul>
<b>Week 5</b>	Virtual Live Training	<ul style="list-style-type: none"> <li>1 day</li> </ul>
<b>Week 5-7</b>	Self-led Learning	<ul style="list-style-type: none"> <li>1 x co-coaching session (supervised)</li> <li>Self directed learning: Guided reading/video tutorials</li> </ul>
<b>Week 8</b>	Virtual Live Training	<ul style="list-style-type: none"> <li>2 days</li> </ul>
<b>Week 9-44</b>	Self-led Learning and Practical Coaching	<ul style="list-style-type: none"> <li>Assessment webinar</li> <li>1 x co-coaching session</li> <li>20 hours practical coaching/mentoring (min 2 max 3 individuals)</li> <li>1 x one-to-one session with coach-mentor-supervisor</li> <li>Self directed learning: Guided reading/video tutorials</li> </ul>
<b>Week 15</b>	Virtual Live Training	<ul style="list-style-type: none"> <li>Group Supervision 2 hours</li> </ul>
<b>Week 15-26</b>	Self-led Learning Completion of Unit 500 Theory	<ul style="list-style-type: none"> <li>1 x co-coaching session</li> <li>1 x one-to-one session with coach-mentor-supervisor</li> <li>Completion of unit 500 theory unit</li> </ul>
<b>Week 44</b>	Submission Completion of Unit 701 & 703	<ul style="list-style-type: none"> <li>Retake coaching skills assessment</li> <li>Completion of a coaching /mentoring diary (unit 701)</li> <li>Completion of Personal reflection (unit 703)</li> </ul>
<b>Week 52</b>	Results	<ul style="list-style-type: none"> <li>Results noticed</li> </ul>

# Programme Content

<p><b>Welcome and Introduction</b></p>	<p>Virtual Live Training 3 Hours Induction</p>	<ul style="list-style-type: none"> <li>• Welcome and introduction</li> <li>• Group learning contract</li> <li>• Overview of the qualification (including guidance on appropriate role and practice clients)</li> <li>• EMCC competency framework</li> <li>• Mission Inc student systems</li> </ul>						
<p><b>Module 1</b> Introduction to Coaching and Mentoring</p>	<p>Virtual Live Training Day 1 Self-led Learning Supporting Resources</p>	<ul style="list-style-type: none"> <li>• Definitions of coaching and mentoring</li> <li>• Similarities and differences</li> <li>• Organisational context (including barriers)</li> <li>• Developing a coaching culture (Hawkins)</li> <li>• The spectrum of coaching &amp; mentoring</li> </ul>						
<p><b>Module 2</b> The Coaching Process</p>	<p>Virtual Live Training Day 2 Self-led Learning Supporting Resources</p>	<ul style="list-style-type: none"> <li>• Contracting in coaching and mentoring including 3-way contracting, programme contract and session contract</li> <li>• Programmes and structure</li> <li>• The STOKERS and CLOSE frameworks</li> <li>• The GROW model</li> </ul>						
<p><b>Module 3</b> Coaching Knowledge, Skills &amp; Behaviours</p>	<p>Virtual Live Training Day 3 Self-led Learning Supporting Resources</p>	<table border="0"> <thead> <tr> <th data-bbox="558 1019 837 1052">Knowledge</th> <th data-bbox="853 1019 1133 1052">Skills</th> <th data-bbox="1149 1019 1428 1052">Behaviours</th> </tr> </thead> <tbody> <tr> <td data-bbox="558 1052 837 1310"> <ul style="list-style-type: none"> <li>• Understanding change</li> <li>• How people learn—diagnostic tools</li> <li>• D&amp;I Race, disability, gender, neurodiversity</li> <li>• Communication Theories</li> </ul> </td> <td data-bbox="853 1052 1133 1310"> <ul style="list-style-type: none"> <li>• Goal setting</li> <li>• Building rapport &amp; trust</li> <li>• Empathy</li> <li>• Listening skills</li> <li>• Use of silence</li> <li>• Questioning skills</li> <li>• Giving feedback</li> <li>• Use of metaphor</li> </ul> </td> <td data-bbox="1149 1052 1428 1310"> <ul style="list-style-type: none"> <li>• Coaching mindset—non-directive, non-judgmental, unconditional positive regard etc</li> </ul> </td> </tr> </tbody> </table>	Knowledge	Skills	Behaviours	<ul style="list-style-type: none"> <li>• Understanding change</li> <li>• How people learn—diagnostic tools</li> <li>• D&amp;I Race, disability, gender, neurodiversity</li> <li>• Communication Theories</li> </ul>	<ul style="list-style-type: none"> <li>• Goal setting</li> <li>• Building rapport &amp; trust</li> <li>• Empathy</li> <li>• Listening skills</li> <li>• Use of silence</li> <li>• Questioning skills</li> <li>• Giving feedback</li> <li>• Use of metaphor</li> </ul>	<ul style="list-style-type: none"> <li>• Coaching mindset—non-directive, non-judgmental, unconditional positive regard etc</li> </ul>
Knowledge	Skills	Behaviours						
<ul style="list-style-type: none"> <li>• Understanding change</li> <li>• How people learn—diagnostic tools</li> <li>• D&amp;I Race, disability, gender, neurodiversity</li> <li>• Communication Theories</li> </ul>	<ul style="list-style-type: none"> <li>• Goal setting</li> <li>• Building rapport &amp; trust</li> <li>• Empathy</li> <li>• Listening skills</li> <li>• Use of silence</li> <li>• Questioning skills</li> <li>• Giving feedback</li> <li>• Use of metaphor</li> </ul>	<ul style="list-style-type: none"> <li>• Coaching mindset—non-directive, non-judgmental, unconditional positive regard etc</li> </ul>						
<p><b>Module 4</b> Developing Self Awareness <b>Module 5</b> Solutions Focussed Coaching</p>	<p>Virtual Live Training day 4 Self-led Learning Supporting Resources</p>	<ul style="list-style-type: none"> <li>• Who we are, is how we coach</li> <li>• Coaching presence</li> <li>• Values &amp; beliefs</li> <li>• Stereotypes, biases and assumptions</li> <li>• Psychological processes at play in coaching and mentoring</li> <li>• Solutions-focussed theory</li> <li>• Model (StS/OSKAR/CLEAR)</li> </ul>						
<p><b>Module 6</b> Cognitive Behavioural Coaching <b>Module 7</b> Evaluation &amp; Coaching &amp; Mentoring</p>	<p>Virtual Live Training Day 5 Self-led Learning Supporting Resources</p>	<ul style="list-style-type: none"> <li>• Cognitive behavioural theory</li> <li>• The ABCDEF model</li> <li>• Evaluation at individual and organisational levels</li> <li>• Kirkpatrick 360/180 feedback</li> </ul>						
<p><b>Module 8</b> Reflective Practice</p>	<p>Self-led Learning Supporting Resources</p>	<ul style="list-style-type: none"> <li>• Becoming a reflective practitioner</li> <li>• Continuing professional development</li> <li>• Supervision</li> </ul>						

**Module 9**  
Ethics

Self-led Learning  
Supporting  
Resources

- Ethical practice
- Ethical dilemmas
- APPEAR ethical model
- Global code of ethics
- Record-keeping (GDPR and Organisational Policies)

**Module 10**  
Group  
Supervision

Virtual Live  
Training

- 2 x group supervision sessions (2 hours each)

# Price:

## ILM Level 7 Certificate for Executive and Senior Level Coaches and Mentors

£2,495.00 + VAT

## ILM Level 7 Diploma for Executive and Senior Level Coaches and Mentors

£3,195.00 + VAT

*Prices include all learning materials and ILM registration fees*

### In-house Options

This programme can also be delivered in house subject to a minimum of 6 managers



# Our Philosophy

**(our commitment to you)**

We believe that Mission Inc is more than a training provider who will leave you on your own when your studies are complete. We are also able to support you with ongoing CPD and coaching supervision beyond qualification to enhance and further extend your coaching practice

Call us today on

**0845 051 0950**

or visit [www.missioninc.co.uk](http://www.missioninc.co.uk)

