



ILM LEVEL THREE CERTIFICATE IN EFFECTIVE COACHING

(Supported by funding from the DESC)



Introduction

Managers are often promoted because they have demonstrated high standards of performance in a more junior role. Because of this expertise, they are expected to take responsibility for coaching as part of their day-to-day role. The Level 3 Certificate in Effective Coaching is designed to develop knowledge and skills in this key area.

The aim of the programme is to ensure that managers being developed as coaches are properly equipped with the skills, knowledge and understanding they need, and are able to provide effective support for the development of others and improve their performance. It's also the ideal starting point for a career in coaching.

Who should attend?

Candidates will already be in a leadership role, and should have achieved one of the following:

- ILM Level 2 Certificate in Leadership and Team Skills
- ILM Level 3 Certificate in Leadership and Management
- An equivalent qualification **and** have experience of working in a role at this level

Exceptionally, candidates may also participate who have no formal leadership qualification, but who have several years of experience and have completed some formal training in the role.

The ILM Level 3 Certificate in Effective Coaching aims to give managers the knowledge, skills and confidence to perform effectively as workplace coaches as part of their normal work role.

How long will it take?

The full Certificate consists of an induction, three mandatory learning units (a total of 31.5 guided learning hours), tutorial support, and an assessment process which includes 12 hours of coaching activity in the workplace. The content of the units is shown below.

TLC delivers the programme over a period of three to four months, with 3½ days of tutor-led learning and 1 day of guided self-learning. The coaching activity in the workplace ideally takes place between the tutor-led sessions (see the schedule below). The programme commences in March 2024. Places are limited.

The TLC programme is primarily tutor-led, providing a valuable opportunity for work with a peer group. Coaching in the workplace is part of both the guided learning and the assessment process, and will be supported by the tutor.

Assessment

To gain the qualification, candidates will need to successfully complete an assignment, a reflective journal and a portfolio providing evidence of learning and application in the workplace, and considering your own practice and how it can be developed. These are assessed by TLC.

Programme Costs

The total price for this course is £1,100 + vat per person. This price includes the registration fee charged by ILM to attend this programme.

If you are eligible you can request a grant of 30% of the total price from the Department of Education, Sport & Culture. A guidance sheet on how to claim this grant is available from TLC.

Delivery Timetable

Day 1 <i>Thu 14 March</i>	09:30 – 17:00	Induction Understanding good practice in coaching
Day 2 <i>Tue 16 April</i>	09:30 – 13:30	Understanding good practice in coaching Tutorial support
Day 3 <i>Wed 15 May</i>	09:30 – 17:00	Undertaking an Extended Period of Coaching within an Organisational Context (Theory)
To be agreed individually	Individual session in the workplace	Undertaking an Extended Period of Coaching within an Organisational Context (Observation)
Day 4 <i>Tue 25 June</i>	09:30 – 17:00	Reflecting on coaching skills Tutorial support

Units and Learning Outcomes

Understanding Good Practice in Coaching within an Organisational Context

Learning Outcomes:

- Understand effective coaching within an organisational context
- Understand the importance of effective and ethical contracting in coaching
- Understand the process of effective coaching within their own workplace
- Understand the role of recording, reflection and supervision in coaching within their own practice or other contexts

Undertaking an Extended Period of Coaching within an Organisational Context

Learning Outcomes:

- Be able to plan and organise a minimum of 12 hours of effective coaching with a maximum of two individuals
- Be able to undertake and record a minimum of 12 hours of effective coaching with a maximum of two individuals
- Be able to gather evidence of ongoing review of their own coaching practice

Reflecting on Coaching Skills within an Organisational Context

Learning Outcomes:

- Be able to review the effectiveness of their coaching practice
- Be able to plan for their own development in coaching

Privacy Statement

TLC Business Solutions Ltd takes your privacy seriously. We collect personal information for the purposes of administering and promoting our business and to provide services requested. We will only collect the information necessary for these purposes, and we will keep it only as long as it is necessary for these purposes. If you make a booking on behalf of others and you share their information with us, we will apply the same standards to their information.

We will only share personal information as follows:

- With organisations who are our clients, and only then about the progress of people with whom we are working on the organisation's behalf.
- With ILM when a delegate is registered for a programme accredited by them.

If you do not want us to contact you for marketing purposes, if you have any questions or concerns about our use of your information, or if you wish to exercise any of your rights under data protection law including the right to object, please tell us: phone: +44 (0)1624 664789 or email: info@tlc.co.im. You can find our full privacy policy at www.tlc.co.im

APPLICATION FORM – Level 3 Coaching March 2024

(It is important that you complete all fields)

Mr/Miss/Ms/Mrs (please delete as appropriate)

First Name: **Surname:**

Date of Birth: **Place of Birth:**

Ethnic origin	White	<input type="checkbox"/>	Black – Caribbean	<input type="checkbox"/>	Black – African	<input type="checkbox"/>
	Black – Other Black groups	<input type="checkbox"/>	Indian	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
	Bangladeshi	<input type="checkbox"/>	Chinese	<input type="checkbox"/>	Other	<input type="checkbox"/>
Do you consider that you have a disability?	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>		

We collect information about sex, ethnic origin and disability in order to monitor and evidence diversity as recommended by ILM as part of our accreditation, and this may be shared with ILM. They keep this data as anonymised statistics, but we keep it associated with your other information. Date of birth is required in order to register for a qualification, and we can't register you without it.

If you consent to this, please tick to confirm

Correspondence Address:
.....

Position within Company:

Company:

Company Address:
.....

E-mail Address:

Work Telephone: **Work Fax:**

Training Manager:

Training Manager's e-mail address:

FEES

By authorizing this form, you undertake to pay the fee of £1,100 + vat to TLC Business Solutions. If you are eligible to receive a grant from the Department of Education, Sport & Culture you may be able to reclaim 30% of the total cost on completing the programme.

CANCELLATION AND REFUND POLICY;

Courses cancelled 28 days or more in advance	No charge/Full refund
Courses cancelled 27 - 7 days in advance	50% charge/refund
Courses cancelled less than 7 days in advance	Full charge/No refund

CHANGE OF DATE, VENUE OR TUTOR

TLC Business Solutions reserves the right to change course dates, venues and tutors in exceptional circumstances. We will of course advise you of any change as early as possible.

Authorised by..... Position.....

Print Name: Date

PLEASE POST COMPLETED FORM TO:

**TLC Business Solutions
Global House
Station Road
Ballasalla
Isle of Man IM9 2AE**