

Course Information Sheet

Why choose this course?

Are you a leader or manager and looking for new ways to empower and enable the people around you to become independent thinkers and learners?

Do you want to improve your coaching skills and build professional coaching into your everyday work?

Do you have an interest in coaching as a profession and would like to begin to develop the skills you need?

In this short course we will be introducing coaching conversations as a valuable management and professional resource for helping individuals develop. Course participants are likely to be existing leaders and managers and/or are aspiring to develop coaching skills that will be used in professional practice. The value of this course lies in the focus on developing your skills as a professional coach, rather than on simply developing knowledge.

This highly experiential course will use a variety of active learning techniques to

- introduce a range of coaching principles, theory and models, based on a relational approach to professional coaching
- provide opportunities in all sessions to experience coaching whether as coach, coachee or observer
- encourage reflection on the experience of coaching as an important part of the learning process
- enable participants to achieve the required learning outcomes for the CMI Level 5 Certificate in Professional Coaching Practice (21 Level 5 credits)

In addition to the teaching provided, as a course delegate you will be given one year's affiliate membership of CMI (Chartered Management Institute), allowing access to the full range of resources, research and support on the MyCMI hub.

Entry requirements

To meet the assessment requirements, **participants must be in a position to establish at least one professional coaching partnership outside of the course cohort.** This could be as a leader or manager within your organisation, or in another professional context. If you are not sure whether this will be possible for you, please speak to the course leader before applying.

A good standard of written and spoken English is essential.

Course Aims

This course, mapped to the CMI Level 5 Learning Outcomes, encourages participants to take seriously the conversations that take place in the workplace. The course takes a relational approach to professional coaching that emphasises the broader skills of a helping conversation rather than one specific model of coaching. A range of coaching theory and models are introduced to support and enhance these skills.

By the end of the course, participants will demonstrate that they are able to:

- discuss the benefits of professional coaching and evaluate this approach with other methods of support
- analyse the roles and responsibilities for delivering and managing professional coaching
- evaluate the ethical and legal frameworks which inform professional coaching
- evaluate the role and purpose of contracting in professional coaching and discuss the process for delivering professional coaching
- plan and prepare to deliver professional coaching
- deliver and complete records of professional coaching
- reflect on the delivery and outcomes of own professional coaching
- create a professional development plan to improve a coaching capability

Course design and overview

How is it taught?

The course is taught through a mix of in-person 1-day core workshops, supported by online sessions and resources. An overview of the dates of the core workshops is below.

How much work is involved?

The estimated amount of work involved in achieving the level 5 certificate is split between:

Course Guided Learner Hours (GLH) – this includes all workshops, preparation and follow-up activities, assessment support, essential reading tasks.

GLH for this course = 48

The Total Unit Time (TUT) – this is the number of notional hours which represents an estimate of the total amount of time that could reasonably be expected to be required, in order for a Learner to achieve and demonstrate the achievement of the level of attainment necessary for the award of a unit.

TUT for this course = 210

What will I learn?

The course is mapped to the [CMI curriculum for Level 5 Professional Coaching Practice](#), specifically the following Units

Unit	Summary	GLH / TUT	Level 5 Credits
531 Principles of Professional Coaching	Coaching is a transformative learning process which can enable individuals to achieve their full potential. This unit introduces the principles of professional coaching, including the similarities and differences with other methods of support and the rationale for its delivery. There is a focus on the roles and responsibilities within the coaching relationship, organisational, legal and ethical frameworks and quality assurance. On successful completion of the unit, the Professional Coach will be equipped with an understanding of the processes for contracting, delivering, and managing coaching.	16 / 60	6
534 Professional Coaching Practice	The Professional Coach must be agile, skilled, knowledgeable and self-aware to deliver coaching successfully. The aim of this unit is for the Professional Coach to evidence their ability to deliver coaching that responds to coachee need in a real working environment. The unit contains a blend of practical activities, including the preparation and delivery of coaching and participation in coaching supervision. The Professional Coach will reflect on the outcomes of their coaching practice. They will use the insight gained to create a professional development plan which will be instrumental in improving their coaching capability	32 / 150	15

Summary of Core Workshops (see below for schedule)

Day 1:

[Introduction to professional coaching](#)

- 1) What is coaching?
- 2) Coaching in organisations
- 3) The manager as coach

[Developing professional coaching relationships](#)

- 1) The relational approach to coaching
- 2) The coaching cycle – from first introduction through to endings
- 3) Contracting and ethics in coaching

Day 2:

Core skills of professional coaching

- 1) The value of conversation
- 2) Listening and questioning

Establishing a peer coaching partnership

- 1) Set up coaching partnerships from within the group
- 2) First coaching session – establish contracts
- 3) Initial reflections and planning for external coaching partnership

Day 3:

Session 3a: Coaching methods and models

- 1) Overview of models and frameworks (GROW/Solutions Focussed Coaching)
- 2) Using creative methods in coaching

Going beyond core skills

- 1) Listening to yourself as well as others
- 2) Emotional intelligence
- 3) Behavioural patterns and drivers – raising awareness

Day 4:

Developing as a professional coach

- 1) Ending coaching relationships
- 2) Reflecting on and evaluating coaching – learning journals
- 3) Planning future development

Professional coaching practice

- 1) Face to face coaching
- 2) reflections and learning – from coaching, being coached, observing coaching

How will I be assessed?

Assessment will be through a range of methods, including

- written reports
- professional discussions
- observed live coaching
- reflective journal and evidence of professional coaching
- professional development planning

to an equivalent of:

Unit 531: 4000 words

Unit 534: Learning journal and evidence related to 2 professional coaching partnerships = 6 coaching hours

What are the important dates?:

The dates of the core workshops are below – it is essential to attend all core workshops.

Other dates for assignment support and online sessions to be confirmed.

Date	Morning session 09:30-12.30	Afternoon session 13.30-16.30
Thurs 7 November 2024	Induction (2 hours)	
Day 1 (Thurs 14 November) On Campus	Session 1a Introduction to professional coaching	Session 1b Developing professional coaching relationships
Day 2 (Thurs 28 November) On campus	Session 2a Core Skills of Effective Coaching	Session 2b Coaching practice – peer coaching
<i>Fri 19 December</i>	<i>Assignment 1 (Unit 531) written work deadline</i>	
Day 3 (Thurs 9 January 2025) On Campus	Session 3a Coaching methods and models	Session 3b Going Beyond Core Skills
Day 4 (Thurs 9 January) Online or on-campus (tbc)	Session 4a Developing as a professional coach	Session 4b Coaching practice – peer coaching
<i>7 March 2025</i>	<i>Assignment 2 (Unit 534) written work deadline</i>	
<i>Week of 10 March</i>	<i>Assignment 2 (Unit 534) Professional Discussions</i>	