

# Tony Swainston Ltd Coaching & Mentoring ILM Level 5



Tony Swainston Ltd is an Approved ILM Centre



[www.tonyswainston.com](http://www.tonyswainston.com)

# Tony Swainston Ltd Coaching & Mentoring Courses



Tony Swainston Ltd Coaching & Mentoring Courses are certificated through ILM at:

Level 5 - broadly equivalent to Degree level

Level 7 - broadly equivalent to Masters level

**ILM** is the UK's largest awarding body for leadership and management programmes

All ILM qualifications sit on the Qualifications and Credit Framework (QCF).

# The Tony Swainston Ltd Level 5 Coaching & Mentoring Course



This document refers to the Level 5 Certificate in Coaching & Mentoring. It is broadly equivalent to degree level.

(N.B. You may also opt to take the Level 5 Diploma in Coaching & Mentoring. If you wish to discuss the best pathway for yourself then drop me an email on [tony@tonyswainston.com](mailto:tony@tonyswainston.com) or call me on 07919 045 429 or 01423 536 307 for an informal chat.)

# Tony Swainston Ltd working in partnership



Tony Swainston Ltd is an Approved Centre for ILM Leadership & Management and Coaching & Mentoring qualifications



The marking of scripts, registration of candidates and all administration for the ILM courses provided by Tony Swainston Ltd is carried out in partnership with ILM



# Who can attend the course?



The Tony Swainston Ltd ILM Level 5 Certificate in Coaching & Mentoring is open to all practicing managers and leaders. It is ideal for managers who are already carrying out coaching and mentoring in their everyday role or are aiming to do this. It is also ideal for those who are planning to move into a development role or start a career as a freelance coach or mentor.

# What is the taught course structure?



Four stand-alone facilitated training days. These are structured with 2 days together followed by a period of time, which may be 1 or 2 months, before the final 2 days of training.

# How long does it take for me to complete the ILM programme?



- ❑ This could be anything from 6 to 12 months on average.
- ❑ People like to have this time to do their own research and study before completing the written assignments that are then submitted for assessment.

# What personal needs are addressed?



The Tony Swainston Ltd ILM Level 5 Certificate in Coaching & Mentoring provides participants with the knowledge, skills and confidence to perform effectively as coaches or mentors as part of their normal work role.



# What organisational needs are addressed?



- A. The training material and curriculum targets the important concepts of coaching and mentoring in the corporate, governmental or educational sectors.
- B. The individual needs of organisations are also incorporated into the training curriculum in order to maximize the impact.

# What are the elements of the course?



The Tony Swainston Ltd ILM Level 5 Certificate in Coaching & Mentoring comprises four individual days. These are:



# How do I achieve the certificate?



The ILM Level 5 Certificate in Coaching & Mentoring requires:

- Attendance of all 4 days
- The successful completion of three written assignments

# What does registration provide for me?



You will receive:

- The Tony Swainston Ltd ILM Level 5 Certificate in Coaching & Mentoring Course Manual
- Four workshop sessions
- Registration with ILM
- ILM membership during the study period
- External assessment costs
- 1-1 and on-going support
- Two set texts
- ILM certification

This is a comprehensive, recognized training programme that offers excellent value for money with a balanced approach to both theory and practice of Coaching and Mentoring.

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# Training day 1

1

Understanding the skills,  
principles and practice of  
effective management  
coaching and mentoring



Day 1: “Understanding the skills, principles and practice of effective management coaching and mentoring” includes:

- ❑ An exploration of the characteristics of effective coaches and mentors.
- ❑ Developing an excellent knowledge and understanding of the behaviors, characteristics, skills, attitudes and values required of a coach and/or mentor.
- ❑ Developing effective listening, questioning and feedback skills.

# Training day 2

2

Undertaking management  
coaching or mentoring in  
the workplace



Day 2: “Undertaking management coaching or mentoring in the workplace” includes:

- Explaining the rationale for coaching or mentoring for one or more clients and formally agreeing a contract with one or more clients.
- Identifying individual developmental needs and agreeing goals, in line with organisational, divisional and/or team goals.
- Planning and preparing a short coaching or mentoring programme with one or more clients to complete a minimum of twelve hours of formal coaching activity.

# Training day 3

3  
Effective coaching  
practice



Day 3: “Effective coaching practice 1” includes:

- Supervised coaching practice.
- How to collect feedback on own coaching or mentoring practice and on the effectiveness of coaching or mentoring interventions in enabling the achievement of agreed goals
- How to show evidence of this within the coaching / mentoring diary.
- How to review coaching or mentoring activity and holistically explore this for patterns and personal learning and areas for improvement.

# Training day 4

4

Reviewing own ability as a  
management coach or  
mentor

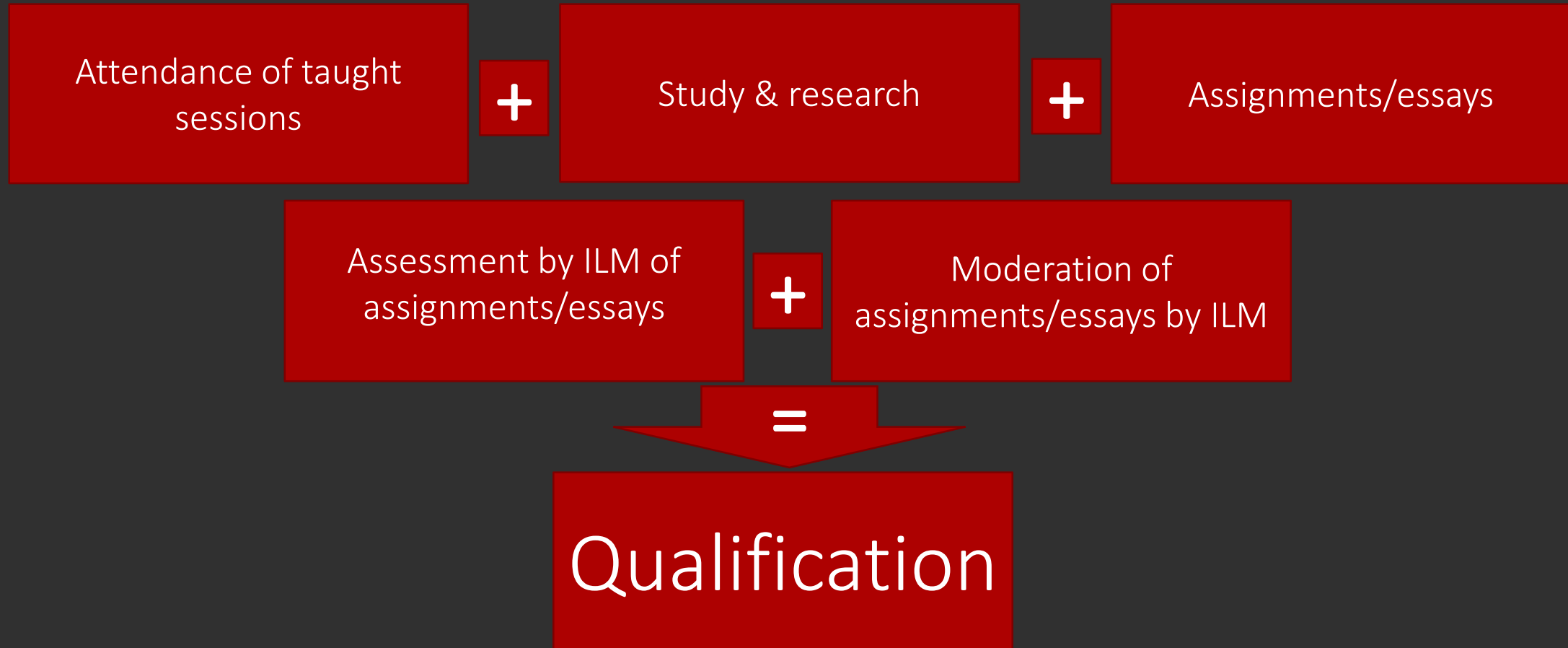


Day 4: “Reviewing own ability as a management coach or mentor” includes:

- How to conduct an evidenced assessment analysis of your own ability as a coach and/or mentor relating to knowledge, skills and behaviours.
- Using this analysis critically review your strengths and weaknesses in relation to your skills, behaviours and knowledge as a coach or mentor.
- How to provide evidence of how you have recorded and logged your own progress and development as a coach or mentor



# Summary: What do ILM courses involve?



# Contact



Tony Swainston

Managing Director, Tony Swainston Ltd,  
20 Hollins Road, Harrogate, HG1 2JF

Tel: +44 (0) 1423 536307 Mob: +44 (0) 7919 045429

Web: [www.tonyswainston.com](http://www.tonyswainston.com)

Email: [tony@tonyswainston.com](mailto:tony@tonyswainston.com)