

## ILM Level 5 Certificate in Coaching and Mentoring



### Why undertake the ILM Level 5 in Coaching and Mentoring?

- **Would you like to help others to achieve their goals more easily?**
- **Would you like the skills to be able to coach others or to mentor them to success?**
- **Would you like a qualification that is recognised within the business world to support and validate your skill?**

If so, then the ILM Level 5 Certificate in Coaching and Mentoring will give you this and much more.

The course is designed to give you an in-depth understanding of how to coach others, along with the practice to enable you to be highly competent in this

area. By the end of the course, you will have the tools as well as the experience to coach others in a professional and effective manner.

### **Who is the course for?**

For coaches and mentors, or anyone who has an interest in coaching and mentoring and wants to help others.

For those managers, leaders and professionals within business and organisations who are looking to developing a coaching style and skill set to use with team members, clients and/or stakeholders.

### **What you will learn:**

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- **The power of coaching and mentoring**, and how they differ from therapy and counselling, when to use and the benefits of these approaches.
- **Transactional Analysis** and how to understand the dynamics and psychology of interactions with others. You will understand the drama triangle and how to support your clients to move to a more healthy relationship with themselves and others.
- **Fundamentals of change**, including how to support clients to move out of their comfort zone, the stages of change and the Wheel of Life.
- **The principles of coaching** and how to set up for success, from the initial meeting and throughout the coaching relationship, including contracts and code of practice.
- **How to use the GROW Model**. An in-depth look at how to support clients to achieve their goals more easily, to overcome obstacles that are holding them back as well as to develop effective strategies for change. You will also learn many strategies and models that support GROW – from reality ladders through to thinking styles to enable your clients to achieve their outcomes.
- **How to use powerful questions** to support your client's change journey. To have the understanding of how to use different types of questions to enable your client to have their own 'light-bulb' moments and fundamentally shift their thinking.

- **DISC Profiling and understanding dimensions of personality.** You will undertake a DISC profile activity for yourself so that you can understand your own behaviour in various situations as well as being able to assess others.

In addition to the above, you will have time to practice coaching through role-play sessions and activities during the course. You will also undertake coaching with clients outside the classroom hours.

### **Accreditation, Course Dates and Your investment**

The course is accredited by the Institute of Leadership and Management (ILM) through Inspiring Cultures Limited. Upon successful completion of the course and the required assignments, you will receive a Level 5 Certificate in Coaching and Leadership.

Please see website for dates.

In addition, you will undertake a written assignment, a minimum of 18 coaching hours (6 sessions with 3 clients) outside the classroom environment, three observed coaching sessions, reflections and a learning log.

Your investment is £2,195 plus VAT and is payable to Inspiring Cultures Limited.

The course will be delivered via live training via Zoom. You will therefore need to be able to have access to the internet.

We will have regular breaks and the course days will start at 9:30am and finish around 5pm UK time (unless otherwise stated).

### **How to book:**

Please contact either Emma McNally or Stephen Adams to register your interest. You will receive a booking form to complete and return along with your £500 (+VAT) deposit. The balance will be due one month before the course starts.

Our email addresses are:

[emma.mcnally@achieveyourgreatness.co.uk](mailto:emma.mcnally@achieveyourgreatness.co.uk)  
[Stephen.Adams@Inspirationalcoachinglimited.com](mailto:Stephen.Adams@Inspirationalcoachinglimited.com)

or

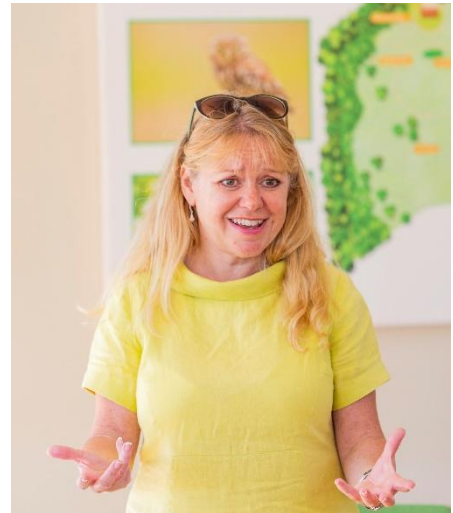
**Size of group:**

The course will have between 6 and 14 attendees.

**About me, your Trainer:****Emma McNally**

A long time ago now, I was let into a secret – a secret that literally changed my life. That secret was NLP.

It is now my mission in life to spread this secret far and wide – to help you to live a happier and more fulfilled life. Whether you are an entrepreneur, a business owner, a manager, a parent, an educator, a health worker, a coach, somebody who wants to help others...or indeed just committed to getting back in the driving seat of your own life, I can help.



The way I run my business is like a family – once you have trained with us, you are one of us (if you choose to be!). You become part of a close-knit, supportive community who will become your cheerleaders!

I create a safe, supportive and fun space for you to discover who you REALLY are once all the “shoulds” and “musts” and “have tos” have been removed. I will support you to look deep inside yourself and ask yourself THAT question: what do I really want? And I will teach you the tools and techniques to get there.

Alongside my NLP training qualifications, I have over 30 years’ business experience in the public and private sector, an MBA (Masters Degree in Business Administration) and an ILM Level 7 Certificate in Executive Coaching and Mentoring. That means that I approach my training with insight and strategy gleaned from multiple industries and disciplines. And that means that YOU can be sure that you are receiving professional training at the highest level.

**FAQ's****What if I can't attend the whole course?**

Attending all the sessions is essential as these sessions provide the insights and hands-on experience needed to fully understand and apply your learning to gain the qualification and fully complete the course.

That said, we completely understand that life happens! If you're unable to attend a session, there are flexible options available to help you stay on track:

- Catch up on a future course – You can repeat the missed days in the next available course and adjust your qualification date accordingly.
- Listen & Learn with Support – You'll have access to the session audios, and you can also book a 1:1 session with me for additional guidance. Each missed day would require approximately 2 hours of support at £100 per hour.
- Focused 1:1 Catch-up – A half-day 1:1 session can cover the key content you missed, using a ½-day ratio per missed day. This is also available at £100 per hour.

Please speak to Emma or Stephen should this happen, and we will review how to keep you on track for your ILM qualification within the awarding body requirements.

### **How will I learn?**

For every topic, you will firstly understand the benefits of learning the subject; why you may want to learn what I am going to be sharing with you.

You will then learn about the history, research, science, real life examples, etc. before exploring the actual model.

Where applicable, there will be a demonstration of the process which will be followed by an opportunity for you to practice with another person on the course.

Finally, you will have an opportunity to discuss your learning, ask any questions you may have and discover how you can apply what you have learnt.

### **Will I need to study in my own time?**

Yes, you will need to undertake a written assignment, 18 coaching hours (spread over 3 different clients) as well as writing a learning log and reflection portfolio.

### **How will I be assessed?**

You will be observed for one 60 minute coaching session with a client external to the course. You will also be assessed on the written assignment, coaching and learning log.

The assessments will be in line with the ILM standards for this Level 5 certificate.

## **What happens after the course?**

If you haven't already done so, you can go on to do the NLP Practitioner, NLP Master Practitioner course or the ILM Level 5 Certificate in Leadership and Management – The Psychology of Success with NLP.

In addition, you can attend quarterly NLP Supervision sessions.

## **Cancellation Policy**

If you need to cancel a course within 14 calendar days of booking, without giving any reason, you are entitled to a full refund of any money paid to date. If you decide to cancel after this 14 day period, then you will be issued a refund (excluding your £500 deposit) or you can transfer to another course for free.

If we (Inspiring Cultures Ltd or Achieve Your Greatness Ltd) cancels or postpones the course, then you will be entitled to a full refund and we will give you as much notice as possible. We are not liable for any additional costs such as accommodation, travel etc. as a result of cancellation.

If we request that you leave the course for any reason, then a pro-rata refund will be provided once all learning materials have been returned.

## **What further support is there?**

If you need further support, please contact either Stephen Adams or Emma McNally in the first instance as to your needs and requirements.

## **Money Back Guarantee**

100% money back guarantee. If you are not entirely satisfied, you can request a full refund within the first full day. We will issue a full refund and also give you a free 60 minute Zoom coaching session so as to support you as much as we can.

## **Appeals Process**

In the first instance, please contact either Stephen Adams or Emma McNally, and if for whatever reason, you are not happy with our response, then you can contact ILM and they will consider your appeal, help to resolve any disputes that may arise.

## **Final thought...**

We look forward to welcoming you onto the Level 5 Certificate in Coaching and Mentoring. If you have any questions or special requirements, please contact us: [emma.mcnally@achieveyourgreatness.co.uk](mailto:emma.mcnally@achieveyourgreatness.co.uk) or [Stephen.Adams@Inspirationalcoachinglimited.com](mailto:Stephen.Adams@Inspirationalcoachinglimited.com)

*Emma and Stephen*