



Chartered Management Institute

Award

Level 3 – Unit 3012 - (6 credits)

Unit 3012 - Coaching and Mentoring for Individual and Team Needs

Thursday 11 October 2018

The venue for the workshop is Highlands College within the Professional Studies Centre
The workshop will start at 09:00 and finish at 17:30
Lunch will be provided

CMI Level 3 Qualifications in Coaching and Mentoring (RQF)

This qualification is designed for supervisors and first line managers, to support the development, coaching and mentoring skills and techniques of individuals, teams and achieve objectives.

CMI qualifications at QCF Level 3 portray practical skills and competences that are rated in academic terms as being comparable to GCE AS/A Levels.

Coaching and Mentoring for Individual and Team Needs

This unit is about understanding what the individual and team need from coaching and mentoring and the construction of a suitable process to meet those needs.

Module	Course Overview
6 credits 3012V1	<p>1. Understand the impact on the individual and team needs of the coaching process</p> <p>1.1 Identify the expected outcome of the coaching process on individual needs 1.2 Identify the expected outcome of the coaching process on team needs 1.3 Identify the performance improvements and changes expected from the individual and team at the conclusion of the coaching process</p> <p>2. Understand the impact on the individual and team needs of the mentoring process</p> <p>2.1 Identify the expected outcome of the mentoring process on individual needs 2.2 Identify the expected outcome of the mentoring process on team needs 2.3 Identify the performance improvements and changes expected from the individual and team at the conclusion of the mentoring process</p> <p>3. Understand the individual and team knowledge, skills or behaviours</p> <p>3.1 Describe current knowledge, skills or behaviours of the individual 3.2 Describe current knowledge, skills or behaviours of the teams 3.3 Identify the gap between current and expected performance in knowledge, skills or behaviour of the individual 3.4 Identify the gap between current and expected performance in knowledge, skills or behaviour of the team</p> <p>4. Understand the stages of a coaching process</p> <p>4.1 Explain the stages of a coaching process to meet agreed individual or team needs</p> <p>5. Understand the stages of a mentoring process</p> <p>5.1 Explain the stages of a mentoring process to meet agreed individual or team needs</p>

Further information and enrolment	Email: bdc@highlands.ac.uk Tel: 01534 608706
Programme Manager	Fiona Smith MSc. MEd. PGCE (FE). FLPI. FCMI Email: fiona.smith@highlands.ac.uk Tel: 01534 608762
Course Tutor	<p>Ian Ronayne Ian's professional background is in marketing and product management, with extensive senior management experience working for a leading local telecoms company.</p> <ul style="list-style-type: none"> • Since 2009 he has operated in a freelance capacity, mixing consultancy based services focused on technology projects with writing and production assignments. • Teaching portfolio includes CMI Management Levels 2, 3 and 5, together with courses on business skills and specialised adult education. • Ian holds a post-graduate diploma in marketing and a Level 7 diploma in Coaching and Mentoring. He has a City & Guilds qualification in Adult Education.
Cost	<p>CMI - Award TBC (6 credits) This unit (3012) - Course Code: TBC Fee: £298 (inclusive of GST) plus £84 CMI registration fee. GST exempt companies should send a copy of their ISE certificate with their application form with a fee of £283.80.</p>
Cost	<p>Certificate – 13 credits required 1766CMCC01 Unit 3011 (7 credits) TBC AND Unit 3012 (6 credits) TBC £298 for each unit = £596.00 Registered ISE (GST) exempt companies: £567.62 Plus CMI Registration fee: £118.00.</p>