



# Beehive's Executive Coaching and Mentoring Fast Track Programme

ILM Level 7 Accredited Cert/Dip Coaching and Mentoring programme for experienced learning and development professionals

The Beehive Coaching and Mentoring Fast Track programme is specifically designed to enable learning and development professionals to get an ILM 7 coaching and mentoring qualification whilst taking into account the training and experience they have gained in their careers to date. It is aimed at professionals who:

- ⓐ Are experienced learning and development practitioners within organisations or consultants working with organisations
- ⓑ Already have training and experience in coaching, mentoring, leadership development and organisational development
- ⓒ Use non-directive coaching and/or mentoring at a strategic level as a significant part of their professional role
- ⓓ Do not have an accredited coaching and mentoring qualification

The benefits of the fast track programme are:

- 1) **Cost effectiveness** - a cheaper way of getting an internationally recognised coaching and mentoring qualification that isn't based on eLearning
- 2) **Focus** - the programme comprises only what's required to achieve the coaching hours and complete the assignments
- 3) **Individual attention** - group sizes are small with one-to-one support





## Learner journey

The programme comprises four elements: *Assessment of prior learning and induction; Guided learning and reflection; Supervision modules; and Assignment submission*

### 1) Assessment of prior learning and induction

Each participant has an initial phone call or meeting with the course director and is asked to fill in a 'Recognition of Prior Learning' Form, in order to assess suitability for the fast track process. Suitability criteria includes access to at least three potential coachees at strategic level along with evidence of:

#### Knowledge

1. *Understanding of non-directive coaching concepts, models and approaches*
2. *Understanding of leadership and management models and development approaches*
3. *Understanding of organisational culture*

#### Skills

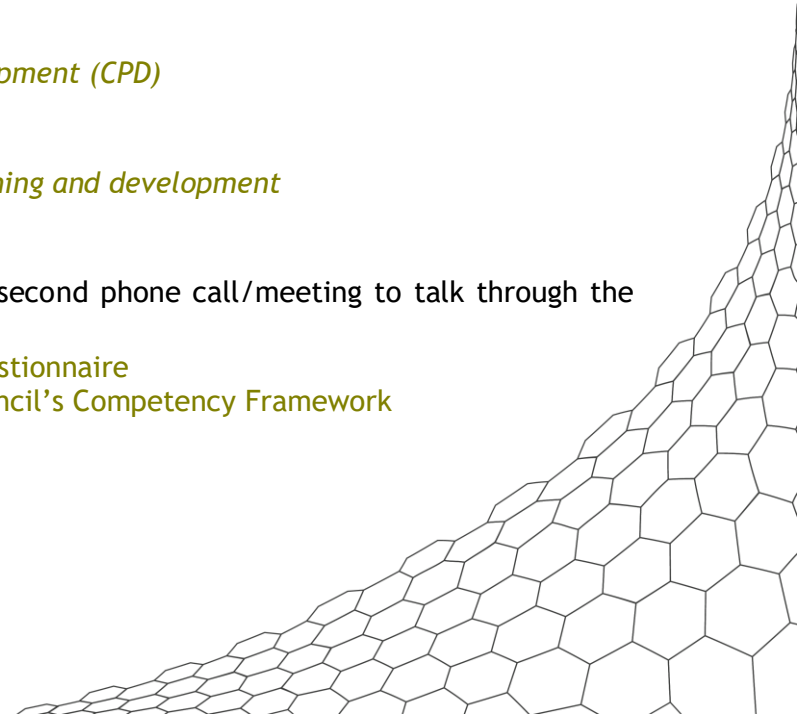
1. *Using coaching or mentoring to improve the performance of and support behaviour change for managers and/or leaders over a period of time, through a process of one-to-one meetings using non-directive techniques*
2. *Using contracting to ensure clarity of goals and expectations*
3. *Improving their own performance through reflection and continuing professional development (CPD)*

#### Attitude

1. *A commitment to their own and others' continuous improvement and a passion for learning and development*
2. *Capacity for independent learning and self-motivation*

Once suitability has been established participants will be sent an induction pack and have a second phone call/meeting to talk through the contents of the induction pack and answer any initial questions. The induction pack includes:

- ⑥ *Beehive's 'Coaching Styles' questionnaire, based on Julie Hay's 'Working styles' questionnaire*
- ⑥ *A self-assessment questionnaire based on the European Mentoring and Coaching Council's Competency Framework*
- ⑥ *Further suggested reading and guided learning - see below*
- ⑥ *The Beehive Executive Coaching and Mentoring Manual*
- ⑥ *Assignment templates with guidance*





## 2) Guided learning and reflection

As this is a fast track programme much of the learning will take place through independent research and reflection, undertaking the required coaching hours with supervision, and the writing of assignments. To support participants Beehive provides guidance in the form of a 'sign-posted' resource list and reflective exercises linked to the assignment criteria, Proforma for coaching records etc. and detailed assignment hints and tips.

## 3) Supervision modules

Supervision is a key element of best practice in coaching, and is a requirement of the qualification. The three, one-day supervision modules enable participants to deepen their own coaching and mentoring practice as well as get face-to-face support and guidance in writing assignments. The modules have been carefully designed to include what we have found of most benefit ourselves in our coaching work and will also be informed by the participant's prior experience and the pre-course questionnaires

### Module Content

#### Module One - Collaborative Learning

- Exploration of learners' attitudes to coaching and mentoring and their own experience and practice
- Discussion of EMCC competencies and the self-assessment exercise
- Sharing of learners' favoured coaching models and methodologies
- The importance of the contract - understanding the reasons for clear contracting in coaching
- ILM requirements - paperwork, assignments, recording of sessions etc.
- 'Tag' coaching practise - observed practise and feedback from colleagues & facilitators

#### Module Two - Ethics and Supervision

- Ethics and coaching - input and discussion
- Coaching and supervision - the role of the supervisor and the Seven-eyed Supervision Model
- Individual supervision for each learner to help refine best practice and support individual development

#### Module Three - Supervision and Assignment Support

- Individual supervision as before
- Assignment support and guidance

## 4) Assignment submission

Participants will be able to submit a first draft of their assignment for feedback before sending in the final draft for marking.



## Cost

The cost of the programme is **£1,800 plus VAT** which includes:

- ⓐ ILM Registration fee
- ⓐ Assignment feedback and marking
- ⓐ All materials and guided learning
- ⓐ Three supervision modules
- ⓐ One to one support by email or telephone

Group sizes are a maximum of six though can be run on an individual basis and tailored to suit individual needs. When run on a one-to-one basis the supervision modules may be provided in a more flexible way and do not have to include three full days of face-to-face contact.

Full payment is required after suitability for the programme has been established from the initial phone call and completion of the Recognition of Prior Learning form.

## Delivery team



**Mark Sykes** is director of Beehive Coaching and Leadership Development and is an experienced sports and performance as well as executive coach. His experience of coaching spans 30 years, including coaching over 100 head teachers as part of a highly acclaimed national programme credited with driving up educational standards. In 2012 he was instrumental in the one of the biggest roll outs of coaching training and culture seen in the UK, and has worked with CEO's and directors of a range of public and private sector organisations. Mark has been running the Beehive Executive Coaching and Mentoring Programme since 2012.

**Sara Lodge** is director of Beehive Coaching and Leadership Development and is an experienced coach and coach supervisor. With a background in clinical Transactional Analysis Sara designed and ran the ILM 5 and 7 Coaching and Mentoring Certificate and Diploma programmes for Bangor University's Management Centre from its inception, and for five years provided supervision for the executive coaches and teaching fellows at Lancaster University, for the North West Learning Community, as well as for individual coaching professionals. She has been running the Beehive Executive Coaching and Mentoring Programme since 2012.

