

The programme builds on the Foundation level of coaching and mentoring and will develop your ability as a professional coach-mentor to help support others to manage their own learning in terms of process, style and coaching skills in a range of workplace contexts. You will develop skills that will enable you to work with middle and senior management to develop them as leaders.

#### SUITABILITY

For specialists within an organisation, senior managers and independent professionals working with senior and middle management.

As a basic requirement, you should have English as the first language (GCSE or grades A-C), O-level English Language, IELTS 6.0 or TOEFL at 600 equivalent PLUS at least two years' practical experience or a Foundation level qualification in coaching and mentoring.

#### ACCREDITATION

**Practice and Professional:** EMCC Practitioner Level  
**Academic:** 20 CAT Credits, Credit rated by Oxford Brookes University

#### DURATION

7 months (flexible, part-time)  
Number of input days: 5 mandatory days  
Average hours required per month: 30 — 35 hours

#### NUMBER OF PARTICIPANTS

4 — 20 PLUS Invitation to join The OCM Network

#### COST

£5,375 (+ VAT)

#### LOCATION

Our open Diploma programmes are delivered by qualified coaching experts as well as your own personal Coach-Mentor Supervisor (CMS) who will be assigned to you. Our workshops are usually run in Oxford, UK with personal coach-mentoring sessions normally held in your workplace or at a mutually convenient time and location.

#### AIMS OF THE PROGRAMME

- To provide opportunities to develop knowledge, understanding, skills and experience in relation to professional coach-mentoring competences
- To develop an awareness of personal communication and learning styles issues in the context of coaching and mentoring
- To develop an awareness of ethical, diversity and organisational issues for the context of coaching and mentoring
- To provide a range of opportunities for professional and personal development of the essential competences.

#### APPROACH

You will be guided by your personal, qualified Coach-Mentor through a range of blended learning opportunities. This will include one-to-one coaching sessions with a qualified coach-mentor; practice sessions with volunteer learners; Internet based self-assessments of competences; a Learning Portal; guided reading and written reflections. You will also attend 5 days of workshops and participate in a learning community via telephone conference tutorials and an optional action learning set.

#### LEARNING OUTCOMES

- Ability to act consistently as an effective coach-mentor.
- Ability to demonstrate comprehensive knowledge and understanding of models and their application for the

development and improvement of coaching and mentoring practice.

- Ability to anticipate and manage ethical issues within coach-mentoring practice.
- Ability to reflect critically on their own strengths and needs as a coach-mentor.
- Ability to articulate their practice via a Summary of Practice Report to academic Level 6, Undergraduate Level standard.

## ASSESSMENT

The practice and professional component of your submission file will be assessed against the following standards:

- EMCC Practitioner Level competences
- The stated learning outcomes of the programme.

## SKILLS DEVELOPMENT WORKSHOPS

2 x 2-day and 1 x 1-day skills development workshops provide assessment feedback and peer group reviews. You will gain experience of collaborating in a learning community through these development workshops and an appreciation of psychological aspects of coaching and mentoring.

## FACE-TO-FACE OR TELEPHONE COACHING

You will arrange 12 hours of face-to-face/telephone conversations and feedback with your own Coach-Mentor Supervisor for the duration of the programme. You will also meet regularly for a minimum of 20 hours with your 3 volunteer learners. If requested, additional hours of coaching with your personal coach-mentor may be purchased.

## ACTION LEARNING SETS & PEER GROUP SUPERVISION

Action learning sets are self-managed and organised on a convenient geographic or online basis. You can also choose to join one of our many local support groups near you for Continuous Professional Development (CPD) and peer group supervision of your ongoing practice.

## ONLINE SELF-ASSESSMENTS & RESOURCES

Learning to learn using electronic communication is an important aspect of the programme. You will be required to use the **Programme Support System (PSS)** to access all your programme resources, documentation and communications.

Online competence self-assessments and a very extensive range of online resources and products will be available for the duration of your programme. Your access to the online facility does not end at the conclusion of your programme: after graduating you will be entitled to a further years' free membership of The OCM Network.

## KNOWLEDGE MODULES

Throughout the programme you will be required to complete knowledge modules to develop understanding and explore the application of theory to practice. There are 5 prescribed knowledge modules and 2 optional topic choice modules. You will be provided with books that cover the prescribed texts. A full list of knowledge modules can be provided on request.

## 180° FEEDBACK BENCHMARKING

After you have held at least 4 coach-mentoring sessions with your learners, our 180° feedback benchmarking questionnaire will provide you with quantitative and qualitative evidence to evaluate your progress in meeting the standards required for your award.

## MASTER CLASSES

Video-based Master Classes are led by qualified experts and published authors such as John Leary-Joyce, Eric Parsloe and Julie Starr. Subjects covered include instant coaching, executive coaching and the Gestalt approach of coaching and mentoring.

## TECHNICAL REQUIREMENTS

You will need to be in a location where there is access to, and the ability to competently use:

- an Internet connection — preferably broadband (ISDN is acceptable, but will be slow)
- Microsoft Internet Browser Version 6 or above
- a computer with a CD-ROM drive, ability to play audio and a printer
- Flash Player 9 for video plug-ins
- Microsoft Windows 97 and Office 97 or above
- a regularly updated virus checker installed

If you are a MAC user please check with us for compatibility.

## Overview

	WORKSHOPS AND COACH-MENTORING	DEVELOPING HANDS-ON EXPERTISE	KNOWLEDGE MODULES & TELEPHONE TUTORIALS	SELF-ASSESSMENTS
<b>MONTH 1</b>	<p>2-day briefing workshop</p> <p>Contracting with Coach-Mentor Supervisor (CMS)</p>	Contracting sessions with 3 x Learners	Online Learning Portal - Practitioner Level (for ongoing use throughout the programme)	<p>Peter Honey internet-based 'Learning Styles'</p> <p>Pen portraits on 'The CoachVine'</p>
<b>MONTH 2</b>	Individual session with CMS	Coaching sessions with 3 x Learners	Knowledge Module 1 Telephone Tutorial 1	EMCC Foundation Level Coaching and Mentoring competences
<b>MONTH 3</b>	<p>2-day workshop</p> <p>Individual session with CMS</p>	Coaching sessions with 3 x Learners	Knowledge Module 2	Coaching Values and Behaviours
<b>MONTH 4</b>	<p>Individual session with CMS</p> <p>Optional self-managed action learning set (ALS)</p>	Coaching sessions with 3 x Learners	Knowledge Module 3 Telephone Tutorial 2	Coaching ethics
<b>MONTH 5</b>	Individual session with CMS	Coaching sessions with 3 x Learners	Knowledge Module 4	EMCC Practitioner Level Coaching and Mentoring competences
<b>MONTH 6</b>	<p>Individual session with CMS</p> <p>Optional self-managed ALS</p> <p>180°feedback benchmarking exercise</p>	Coaching sessions with 3 x Learners	Knowledge Module 5	
<b>MONTH 7-8</b>	<p>1-day workshop</p> <p>Individual session with CMS</p> <p>180°feedback benchmarking report</p> <p>Optional self-managed ALS</p>	Coaching sessions with 3 x Learners	<p>Knowledge Modules 6 and 7</p> <p>Telephone Tutorial 3</p> <p>Submission file date for assessment and certification: Within 12 months of the initial briefing session</p>	Review EMCC Practitioner Level Coaching and Mentoring competences