

COACHING AND MENTORING LEVEL - 2



CERTIFICATE IN COACHING AND MENTORING LEVEL - 2



COURSE INTRODUCTION:

Coach, Mentor, Role Model, Supporter, Guide... do these words ring a bell? Being a coach involves being able to draw from several disciplines.

Coaching is based on a partnership that involves giving both support and challenging opportunities to employees. Mentorship is a related skill that is often a part of coaching. It's about being a guide, offering wisdom and advice when it is needed. Knowing how and when to coach (and when to use other tools, like mentoring) is an essential skill that can benefit both you and your **organization**.



COURSE INFORMATION

Length of the Course:	125 Hours (Flexible)
Qualification	Level 2
Awarding Body:	ABC Awards
Study Method	Distance Learning
Fee in instalments (interest free):	£340
Full Fee in advance (£60 Discount):	£280



Why Choose OHSC ?



COURSE ACCREDITATION



At the end of this course successful learners will receive a Certificate of Achievement by ABC Awards and a Learner Unit Summary (which lists the details of all the units you have completed as part of your course).

The course has been endorsed under the ABC Awards' Quality Licence Scheme. This means that OHSC has undergone an external quality check to ensure that the organisation and the courses it offers, meet certain quality criteria. The completion of this course alone does not lead to an Ofqual regulated qualification but may be used as evidence of knowledge and skills towards regulated qualifications in the future.

The unit summary can be used as evidence towards Recognition of Prior Learning if you wish to progress your studies in this sector. To this end the learning outcomes of the course have been benchmarked at Level 4 against level descriptors published by Ofqual, to indicate the depth of study and level of difficulty involved in successful completion by the learner.

The course itself has been designed by OHSC to meet specific learners' or employers' requirements. ABC Awards' endorsement involves a robust and rigorous quality audit by external inspectors to ensure quality is consistently met.

A regular review of courses is carried out as part of the endorsement process.



WHAT STUDENTS WILL LEARN?

- Understand how coaching can be used to develop your team
- Develop the coaching and mentoring skills that help improve individual performance
- Demonstrate the behaviours and practices of an effective coach



Course Syllabus...

UNIT 1

Introduction to Coaching and Mentoring

- Matching Mentors
- Coaching Skills
- Coaching Assessment and Scoring

UNIT 2

Interpersonal Communication Skills

- What are Communication Skills?
- Getting Better with Communication
- Probing Techniques
- Tips for Becoming a Better Listener

UNIT 3

Critical Coaching Skills

- Setting Goals with SIPRIT
- Learning Styles and Principles
- The Benefits/Consequences Matrix
- Skills Involved in Coaching

UNIT 4

The Coaching Model

- Four Steps: Coaching Models
- Giving Effective Feedback
- Coaching Problems and Solutions

“ I thoroughly enjoyed my course. Course content was very informative, assignments were marked even before the recommended date, the feedback comments were encouraging and supportive. My tutor helped me a lot in keeping my motivation up throughout the course. ”

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FAQ

Q. How does Distance / Online Learning work?

All our courses offer the flexibility of learning. These are divided into units. After each course unit the student is required to complete and submit an assignment. Students work through each unit at their own pace. There are no deadlines for completing and submitting the assignments. Tutor marks the assignment and uploads the result on the portal. The student then moves on to the next unit and this way completes the course. All the submitted work is assessed by the awarding body at the moderation stage. Recognised Certificate is issued by the awarding body.

Q. When can I start the course?

You can start the course anytime. The enrolments are continued throughout the year.

Q. What is the enrolment process?

Enrolment process is very simple. After you have chosen the course you wish to take you can just fill in an online form and we will send you invoice for the course fee. On receipt of payment we will give you course access and your course tutor will contact you as well. You can even start right now by paying the course fee online.

Q. Can I take up the course if I am not in the UK?

Yes, you can. All our courses can be taken up and completed from anywhere around the world. If you are an international student you will enjoy the same support as any other student within the UK does.

Q. How long does it take to complete the course?

This entirely depends on you that how much time you dedicate to your studies and how fast you intend to complete the course. We have provided estimated study hours for each course on the course page. You can plan your study according to your own schedule.

Q. What are the entry requirements?

There are no specific entry requirements for most of our courses. All you need to have is the motivation and commitment for completing the course.

Q. Can I retake the assignment if I fail it once?

Yes, In that case your tutor will ask you to resubmit your assignment and will highlight the areas where you need improvement.

Q. Will I get tutor support?

Yes, all our courses come with one to one tutor support. This support is available for duration of the course. Once you will enrol on the course you will be allocated an experience tutor who will guide you throughout the course. The tutor will mark your assignments and will provide you feedback on your submitted work. You can contact your tutor through email.

Q. Is there any deadline for submitting the assignments?

No, there are no deadlines for the submission of assignments. Students work at their own pace and plan their study according to their own schedule. However you will submit one assignment at a time so that the tutor can mark one and can give you feedback. Following which you can move on to your next unit and assignment.

Q. Do I need to sit an exam at the end?

All our courses are assignment based. Your submitted work is assessed throughout the course. There is no final exam at the end.

Q. Do I need to purchase any text books?

College provides comprehensive course materials containing all the relevant information you require to complete the course. All this is all included in the course fee. However we encourage our students to undertake additional study on the topics. For further help we have provided additional supporting material on the portal. There are also useful links relevant to the course you are studying.

Q. English is not my first language can I still complete the course?

All our courses have been specially written for home study keeping in mind that our students come from all parts of the world and English is not the first language for most of them. Our course materials are written in easy to understand English. If you have basic English skills you can easily complete the course.





How to Apply?

Apply Online

You can enroll online by completing the **APPLY ONLINE** form on www.oxfordhomestudy.com

OR

Through Email

You can contact us on info@oxfordhomestudy.com and we will send you all the course information along with the application form which you can fill in and return to us on the same email. After processing your application form we will send you an invoice for the payment of your fee along with guidance on making payment.

CONTACT US

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