

LEVEL 5 CERTIFICATE IN COACHING AND MENTORING

Unit 503 - Reviewing own ability as a management coach or mentor

TEMPLATE

Before you start to complete this assignment, make sure you read the other documents provided; all of which give you guidance and information. They are:

- The Unit specification – shows what the Unit is made up of
- The task sheet – says what you have to do to complete the Unit
- The mark sheet/sufficiency descriptor sheet – shows what quality of answers, will get what mark, for each assessed part of the assignment

Then use this step by step 'how to do it' template as a guide, as you complete the work.

Learning outcome 1. Be able to assess your own skills, behaviours and knowledge as a coach and mentor

<i>Assessment criteria statement</i>	<i>What you should do in this part</i>
<ul style="list-style-type: none"> • Conduct an evidenced assessment analysis of your own ability as a coach and/or mentor relating to your knowledge, skills and behaviours • Using this analysis critically review your strengths and weaknesses in relation to your skills, behaviours and knowledge as a coach or mentor 	<p>Using evidence from the work you did as a coach/mentor (and which is presented in assignment 2!), assess your levels of competence as a coach. The evidence, and the assessment, has to relate to three aspects – knowledge of coaching/mentoring; skills in the same; and behaviours. You need to weight up the right/best skills/knowledge/behaviours for good practice, against your own skills/knowledge/behaviours as evidenced in the coaching diary – i.e. in assignment 2.</p> <p>Then use the above analysis to identify your strengths and weaknesses as a coach/mentor – and again make sure you do so using the three elements – skills; knowledge, behaviours.</p>

Learning outcome 2. Be able to critically review and reflect on the effectiveness of your own practice as a coach or mentor

<i>Assessment criteria statement</i>	<i>What you should do in this part</i>
<ul style="list-style-type: none"> • Critically review the coaching activity undertaken looking at the process, patterns and outcomes • Critically evaluate your own skills as a coach, focussing particularly on your self-awareness, approach, communication skills and relationship management • Discuss how you ensure your coaching or mentoring is ethical and non-judgemental 	<p>Take the same approach as above but this time focus directly on the process of coaching, the patterns that are evident, and on the outcomes that resulted. Identify where it went well, where it went less so, in those three terms.</p> <p>This time focus in your self-awareness; on the approaches you use to coaching, on your use of communications and on how well you managed the relationships between you and you client(s).</p> <p>Here, look at what you did to make sure your methods and practices were ethical and non-judgemental. You might want to refer to any available codes of practice or other guidelines, and to compare your practices against those, as you do so.</p>

<ul style="list-style-type: none"> • Provide evidence of reflecting on actual coaching or mentoring activity by using examples and evidence 	<p>Throughout all the above, you need to draw on, and refer to, the coaching diary you presented in assignment 2, and to other appropriate evidence e.g. work records, other people’s comments and so on as well as your own thoughts and reflections.</p>
<p><i>Learning outcome 3. Be able to demonstrate how you have developed and how you plan to develop in the future as a coach or mentor</i></p>	
<p><i>Assessment criteria statement</i></p>	<p><i>What you should do in this part</i></p>
<ul style="list-style-type: none"> • Explain and reflect on the effectiveness of tutorial supervision • Provide evidence of how you have recorded and logged your own progress and development as a coach or mentor • Provide a linked and relevant plan for your future development for a minimum of the next 12 months 	<p>Refer to the support you have had during the coaching/mentoring, and say how well that has supported you.</p> <p>You can refer here to the records of coaching/mentoring – in which (it is hoped!) you have self-reflected on how things are going, and on how well you are doing as a coach/mentor – and to what new learning and skills you are making, as a coach/mentor. You can also give an ‘overview’ looking at the whole coaching/mentoring experience in assignment 2, how you have grown and changed over that time.</p> <p>Using all the above – draft out a SMART action plan showing what actions you will aim to take, to make further self-improvements as a coach/mentor – and that plan should ‘carry forward’ for at least one year.</p>