



ILM LEVEL 3 AWARD IN Effective Mentoring Skills

Who is this qualification for?

These qualifications are for those at all levels who want to develop their mentoring knowledge, skills and understanding in order to enhance their ability and confidence in mentoring. The qualifications are ideal for both new and existing mentors.



Benefits for individuals

- Know what it takes to be an effective mentor
- Understand how mentoring works
- Learn a recognised mentoring model, and the tools and techniques to support it
- Put your new skills into practice and carry out supervised mentoring sessions
- Analyse mentoring performance in order to improve own ability
- Nationally recognised ILM award



Benefits for employers

- Implement mentoring to improve organisational performance
- Ensure the individuals developed as mentors are equipped with the skills, knowledge and understanding they require
- Develop a mentoring culture in your organisation by developing highly effective mentors
- Development for managers at a national standard

How does the Learning take place?

The course is modelled on self-directed blended learning, using a combination of online bite-sized, flexible learning modules.

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INDUCTION

1-hour virtual meet and greet with your tutor

MODULE 1

Good Practice in Mentoring within an Organisational Context

- approx. 12 hours of self-study using an E Portfolio

Assessment - Assignment

- Benefits to Individuals & Organisations
- What is the difference between being a mentor, counsellor, trainer, and, line manager?
- Functions of a Mentor
- Skills of a Mentor
- Barriers to mentoring
- Ethics Contracting & Boundaries
- Mentoring Models (TGROW, Tell/Show/Do, ACHIEVE, Clutterbuck, Owen etc)
- Legislation, Policies and Procedures in Organisations
- Fundamentals of:
 - Reflection
 - Reflective Practice (Gibbs, Kolb, Schon, Rolfe)
 - Supervision
 - Record Keeping

MODULE 2

Practical Experience

- minimum of 6 hours of mentoring with 2 individuals

- 1 Hour Individual Professional Discussion with your Tutor to discuss your experience of Mentoring skills & Development of a Personal Development Plan.
- Evidence of:
 - Planning Mentoring Activities
 - Diagnostic Tools (GROW/TGROW, OSCAR, ACHIEVE)
 - Contract Agreements with Mentee & Mentees Line Manager
 - Records
 - Feedback
 - Self-evaluation
 - 6 hours of mentoring activities



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MODULE 3

Reflecting on Mentoring Skills

- Evidence of:
 - SWOT analysis of own self-assessment and practice with explanatory statement
 - Mentoring Journals
 - Mentee & Line Manager Feedback
 - Create a SMART Personal Development Plan for 6 months, with monitoring protocols

Tutor support will be available via email at studentsupport@alstraining.org.uk.

All ILM learners receive a minimum of 12 months membership of the Institute of Leadership & Management, bringing access to a wealth of resources to support their leadership development.



On Completion the ILM Digital Credentials will be gained alongside Certification.



Mae'r Rhaglenni Prentisiaeth a Twf Swyddi Cymru+, a arweinir gan Lywodraeth Cymru, yn cael cymorth ariannol gan Gronfa Gymdeithasol Ewrop

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