



## REALISING POTENTIAL

### COACHING AND MENTORING Learning Programmes

January - July in Oxford plus supervision offers until December 2008

With the option of accreditation at Levels 3, 5 and 7 from the Institute of Leadership & Management

Are you an experienced manager, consultant, coach or mentor?

Are you looking for a rigorous learning experience to support your development and maybe gain accreditation?

Each of these new programmes will build your professional toolkit with practical tools, expand your understanding of current coaching and mentoring concepts provide you with in-depth psychological insight, and an understanding of the interrelationship between an individual and their organisation.

#### WHICH LEVEL IS RIGHT FOR YOU?

**Level 3 offers the chance to:**

- improve your one-to-one skills
- build relationships, rapport and commitment in one-to-one work
- recognise how working/learning styles affect an individual's learning & development
- start to plan and practice using coaching tools

**Level 3 Award in Workplace Coaching for Team Leaders and First Line Managers:** This qualification is for you if you wish to understand coaching and to improve your own skills as a workplace coach as part of your work role - developing a 'coach approach to management'.

**Level 3 Certificate for Professional Workplace Coaches:** As above, but for those who will be *significantly involved* in workplace coaching, either within an organisation or as an *independent*.

**Level 5 offers the opportunity to:**

- differentiate between coaching, mentoring and other one-to-one relationships
- consider organisational implications for coaching and mentoring
- develop your questioning and listening skills
- explore ways of reflecting on your own performance
- consider the values and standards implicit in coaching and mentoring
- develop coaching tools and resources
- design compelling ways to publicise your coaching offer

**Level 5 Certificate in Coaching and Mentoring in Management:** This qualification is for you if you wish to understand coaching and mentoring, and to improve your own skills as a workplace coach/mentor as part of your work role.

**Level 5 Diploma for Professional Coaches and Mentors in Management:** As above, but for those who will be *significantly involved* in management coaching/mentoring, either within an organisation or as a *independent*.

**Level 7 offers the benefits of:**

- exploring what is involved in leadership mentoring and executive coaching
- reviewing ethics, values and belief systems in action
- supporting leadership growth and capability
- diagnosing, reflecting on and planning for the development of senior people
- determining the value of goal-setting and emergent design
- actively engaging in peer mentoring and coaching
- finding your own style in coaching and mentoring

**Level 7 Certificate in Executive Coaching and Leadership Mentoring:** This qualification is for you if you wish to understand executive coaching and leadership mentoring and to develop the skills to assist your clients.

**Level 7 Diploma for Professional Executive Coaches and Leadership Mentors:** As above, but for those who will be *significantly involved* in executive coaching/leadership mentoring, either within an organisation or more likely as an *independent*.

The content of each session is tailored to your skills, experience and context and led by **tactical** trainers, who are themselves experienced and qualified coaches, mentors, supervisors and trainers and who also bring specialisms in Transactional Analysis, Gestalt and NLP in organisational, educational and psychotherapeutic settings. In addition some of the **tactical** staff are trained and experienced in supervision in a variety of settings, and bring psychological and systemic understanding and analysis to their work, and have themselves been in supervision for many years.

**Supervision** is available to coaches and mentors who are not part of this programme as well as those who are participating in the ILM accreditation. It is possible for up to four people per three-hour session to attend as presenting issue-holders - and for more to attend as group members learning from the supervision.

**tactical** values individuals and recognising their potential, and quality participative learning experiences which bring together both intellectual depth and pragmatic applications. Our ethical approach is important to us, and we have a dedicated learning workshop space in Oxford. We can refer you to people who have taken our previous coaching programmes, which were accredited with the previous ILM standards. We appreciate small group learning: 5 is the minimum and 12 the maximum. Our team includes:

**Dee Keane** is a qualified and experienced coach, supervisor, trainer and group facilitator. She also teaches Shaw Method Swimming to adults.

**Alan Buckley** works as a coach and as a Gestalt psychotherapist - and is a fine poet.

**Christine Hardisty** is an independent coach and trainer, and has provided coach training for the University of Bath. She specialises in assessment and has long experience of tutorial support for learners.

**Rosemary Napper** is qualified as a supervising and training transactional analyst in organisations and also in educational settings, as well as being qualified as a counsellor (BACP) and NLP practitioner, and in a variety of psychometrics. She has worked as a coach and mentor in and outside organisations, and provided coach and mentor training for many organisations. She also spends time travelling the world, and teaches internationally.

**Fees** are tabled on a single sheet attached. There are *three* separate fees:

- \* the learning programme - it is possible to attend this without accreditation
- \* ILM accreditation - includes registration with ILM, tutorials, marking and verification
- \* supervision - this is essential for ILM accreditation and is also available to coaches not in the programme. There is a possibility of another small coaching group for coaches who have considerable experience of supervision.

**Applications and enquiries** to **Dave Kelley** who is **tactical's** quality assurance manager:

☎ 020 8123 8048 or ✉ [quality@tactical.org.uk](mailto:quality@tactical.org.uk)

He will respond to your queries directly or refer you to the relevant trainer, tutor or supervisor.

[www.tactical.org.uk](http://www.tactical.org.uk)



## tactical Coaching & Mentoring Learning Programmes 2008

<b>Level 3 Award</b>	<b>£300 + VAT</b>	<b>ILM Level 3 Certificate</b>	add minor fee to be announced by ILM
Relationship Skills: 9.30 - 4.30	Friday 25, Saturday 26, Sunday 27 January	Level 3 Award	
<i>Optional ILM accreditation:</i>		plus:	
<i>Induction 12.30 - 1.30</i>	<i>Monday 28 January</i>	<i>ILM Induction (1 hr)</i>	<i>tbc</i>
<i>Tutorials</i>	<i>2 hrs by arrangement</i>	<i>Tutorials</i>	<i>2 hrs by arrangement</i>
<i>Coaching Practice</i>	<i>6 hrs</i>	<i>Coaching Practice</i>	<i>30 hrs</i>
<i>Supervision Group (6 hrs)</i>	<i>Mondays 4 &amp; 18 February</i>	<i>Supervision Group (9 hrs)</i>	<i>Choose 3 dates</i>
			<b>£200 + VAT</b>
			<b>£300 + VAT</b>

<b>Level 5 Certificate</b>	<b>£850 + VAT</b>	<b>ILM Level 5 Diploma</b>	add minor fee to be announced by ILM
10 Monday sessions: 9.30 - 12.30	28 January 11, 25 February	Level 5 Certificate	
	10, 17 March 7, 21 April	plus:	
	12 May 2, 16 June	<i>Tutorials</i>	<i>2 hrs by arrangement</i>
<i>Optional ILM accreditation:</i>		<i>Coaching Practice</i>	<i>100 hrs</i>
<i>Induction 12.30 - 1.30</i>	<i>Monday 28 January</i>	<i>Supervision Group (18 hrs)</i>	<i>Choose 6 dates</i>
<i>Tutorials</i>	<i>2 hrs by arrangement</i>		
<i>Coaching Practice</i>	<i>12 hrs</i>		
<i>Supervision Group (15 hrs)</i>	<i>Choose 5 dates</i>		
			<b>£200 + VAT</b>
			<b>£600 + VAT</b>

Level 5 and 7 Certificate Programmes may be attended concurrently

<b>Level 7 Certificate</b>	<b>£850 + VAT</b>	<b>Level 7 Diploma</b>	add minor fee to be announced by ILM
10 Monday sessions: 1.30 - 4.30	11, 25 February 10, 17 March 7, 21 April	Level 7 Certificate	
	12 May 2, 16, 30 June	plus:	
<i>Optional ILM accreditation:</i>		<i>Tutorials</i>	<i>2 hrs by arrangement</i>
<i>Induction 12.30 - 1.30</i>	<i>11 February</i>	<i>Coaching Practice</i>	<i>125 hrs</i>
<i>Tutorials</i>	<i>2 hrs by arrangement</i>	<i>Supervision Group (18 hrs)</i>	<i>Choose 6 dates</i>
<i>Coaching Practice</i>	<i>12 hrs</i>		
<i>Supervision Group (15 hrs)</i>	<i>Choose 5 dates</i>		
			<b>£200 + VAT</b>
			<b>£600 + VAT</b>

<b>Supervision Group - Open to practising coaches as well as participants on Learning Programmes</b>	<b>£100 + VAT per session</b>
Monday mornings 9.30 - 12.30	9, 23 June 7, 21 July
4, 18 February 3, 31 March	19 May 14, 28 April
Further dates in 2008 to be announced	