Coaching & Mentoring Level 5 - Assignment 2

**Undertaking an extended period of management coaching or mentoring in the workplace**

**Submission Cover Sheet**

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| Centre name |  Personal Summits Ltd |
| Centre number |  067968 |
| Learner name |  |
| Learner registration number |  |
| Unit(s) covered in this submission |  8580-502 |
| Date submitted |  |
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Coaching & Mentoring Level 5

Assignment 2

**Undertaking an extended period of management coaching or mentoring in the workplace**

**1.1 Explain the rationale for coaching or mentoring for a minimum of six clients and formally agree a contract with each client (4 *marks)***

**1.2 Identify individual developmental needs and agree goals, in line with organisational, divisional and/or team goals with each client (4 *marks)***

**1.3 Plan and prepare for a short coaching or mentoring programme with a minimum of six clients (*4 marks)***

**2.1 Complete a minimum of a hundred hours of coaching or mentoring activity with six or more clients (*16 marks)***

**2.2 Critically evaluate your use of a range of diagnostic coaching and mentoring tools and techniques (*12 marks)***

**2.3 Assess your ability to build relationships and use effective communication techniques of questioning, listening and giving feedback (8 *marks)***

**2.4 Maintain appropriate overview records of goals, discussions and outcomes including progress towards goals (8 *marks)***

**3.1 Collect feedback from coaching clients and other stakeholders (if appropriate) on the effectiveness on coaching interventions in enabling the achievement of agreed goals (*8 marks)***

**3.2 Summarise coaching and mentoring activity and holistically explore this for patterns and personal learning and areas for improvement (8 *marks)***

**3.3 Reflect on and review own coaching or mentoring practice (including evidence of supervision / tutorial feedback) (*8 marks)***

**4.1**

**Negotiate and agree with coaching supervisor/tutor a contract, and demanding but realistic personal learning and development goals for the hundred hours of management coaching or mentoring practice (8 marks)**

**4.2**

**Reflect and summarise the coaching or mentoring activity making links to the different coaching or mentoring relationships, activities and challenges (8 marks)**

**4.3**

**Evaluate the impact and effectiveness of the coaching activity or mentoring activity at an individual and organisational level (4 marks)**