

PROFESSIONAL QUALIFICATION - MANAGEMENT

## ILM Level 3 Award Workplace Coaching Skills for Line Managers

Dates: Programme 1:  
18th & 19th January 2012  
Programme 2:  
7th & 8th March 2012  
Cost: £875.00 + VAT  
Venue: Lincoln, Newark or Grantham  
(to be confirmed)  
Tutor: Dave Moss



### What is workplace coaching?

A planned, focused and practical way of developing and managing team members using listening skills and questioning techniques to find solutions.

Managers who engage in coaching conversations will put their team in the driving seat, give their team the motivation and responsibility to find solutions themselves, saving time and money.

### Who's this for:

Practising or aspiring managers interested in becoming more effective at achieving goals through and with others.

### Tutor Profile:

Dave Moss, has extensive experience as a people development consultant and coach for Wingman. Using high performance experiences from his time spent as an RAF fast jet navigator and instructor in the Royal Navy, Dave knows what it is like to be rushing about trying to get a thousand things done yesterday. Since 2001 Dave has been providing solutions for organisations, teams and individuals to become more effective. He is passionate about helping people achieve their goals and his relaxed and humorous style reflects his view that we learn best when we practice techniques in an enjoyable environment.



**Course content:** this concise, non-exam qualification comprises three mandatory units which introduce the key aspects of coaching in the workplace:

- **Understanding good practice in workplace coaching** – Usage of interpersonal communication skills when listening, questioning giving effective feedback
- **Organised workplace coaching** – How to coach properly, alongside practical skills in how to monitor progress
- **Supervised coaching practice & record keeping** – how to plan, organise & undertake at least 6 hours of workplace coaching with tutor monitoring reviews throughout

### Course includes:

- Continuous Assessment Workbook and Coaching Diary
- Two interactive workshops
- One supervised coaching observation
- Frequent contact with tutors
- Streamlining coaching practice to meet your organisation's needs

For further info please contact Sue  
Tel: 01400 281958 Mob: 07939597711

Email: sue@wingmanltd.com

Wingman, Gembira, Side Street, Allington,  
Grantham, Lincolnshire, NG32 2DZ

Registered Office: Bennett Corner House, 33 Coleshill  
Street, Sutton Coldfield, B72 1SD VAT No: 947290691

# Booking Form

## Level 3 ILM Award in Coaching for Line Managers

### DELEGATE DETAILS

Delegate Name:	
Organisation:	
Address:	
	Postcode:
Invoice Address if different:	
Tel:	Fax:
Email:	

Programme 1

Preferred Venue: Lincoln, Newark, Grantham  
(Please circle preferred venue)

Programme 2

I have read the terms and conditions below.

Payment by BACS to: Wingman Ltd, Sort Code 20-34-60, Account No 73049515 VAT No: 947290691

Signed:

Date:

*Please quote the course name and date in all correspondence.*

I would like to receive further information on other Wingman programmes

**TO REGISTER:** Please print and complete this registration form and return it to the address below. A 10% deposit of £87.50 + VAT will be required when booking, the balance will be payable by the 1st January 2012 for Programme 1 and the 1st February 2012 for Programme 2.

**CONFIRMATION:** A letter will be sent to you before the event. If you do not receive one, please contact us.

**CANCELLATIONS:** All cancellations must be made in writing. A fee of 100% will be levied in respect of any cancellation made less than 14 days prior to the commencement of the course. A fee of 50% will be levied for cancellations made between 21 and 14 days prior to commencement. A substitute delegate can be named at any time.

**SPECIAL ARRANGEMENTS:**

If you have a disability and require special arrangements, please inform us at the time of registration.

*For further information please contact Sue*

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