

## Assignment Task for Unit 500: Understanding the skills, principles and practice of effective management coaching and mentoring

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| <b>Centre Number:</b>  | <b>Centre Name:</b>  |
| <b>Learner Registration No:</b>  | <b>Learner Name:</b>   |
| <p><b>TASK</b></p> <p>This assignment requires you to demonstrate your understanding of the context in which effective coaching and mentoring operates including the individual and organisational benefits of coaching and mentoring. You should also be able to show your understanding of the practical requirements of coaches and mentors operating with managers and professionals within organisations.</p> <p>It is recommended that you include an introduction explaining the organisation (size, structure, and sector) as well as explaining your own role in order to provide a context to this assignment. If you are not currently working within an organisation, then you may complete this within an organisation you are familiar. This may include working in a volunteer, charitable or supporting capacity.</p> <p><b>Note:</b><br/> <i>You should plan to spend approximately 24 hours researching your workplace context, preparing for and writing or presenting the outcomes of this assignment for assessment. The suggested word count for this assignment is between 4000-5000 words. However individuals have different writing styles, and there is no penalty if the word-count range is exceeded or not met – as long as the assessment criteria are adequately covered.</i></p> <p><i>Check your assignment carefully prior to submission using the assessment criteria.</i></p> |  |
| <i>Please use the sub-headings shown below when structuring your Assignment</i>  | <b>Assessment Criteria</b>   |
| <p><b>The context of coaching or mentoring practice</b></p> <p>Consider in depth the purpose of coaching or mentoring within an organisational environment including exploring the differences between the disciplines and the benefits and contribution they may be able to make to organisational performance.</p>   | <ul style="list-style-type: none"> <li>• Define what coaching and mentoring is within the context of an organisation and explain the similarities and differences between coaching and mentoring (8 marks)</li> <li>• Identify potential individual, operational and organisational barriers to using coaching or mentoring and develop appropriate strategies for minimising or overcoming these (8 marks)</li> <li>• Present the case for using coaching or mentoring to benefit individuals and organisation performance (8 marks)</li> </ul> |
| <p><b>The skills, behaviours, attitudes, beliefs and values of the coach or mentor</b></p>   | <ul style="list-style-type: none"> <li>• Critically explore the knowledge, skills, and behaviour of an effective coach or mentor (8 marks)</li> <li>• Analyse why coaches or mentors require effective communication skills (8 marks)</li> <li>• Review the responsibilities of the coach or mentor to manage relationships (including values and power) and remain ethical and non-judgemental (8 marks)</li> </ul>   |
| <p><b>The role of contracting and the process to effectively coach and mentor</b></p>  | <ul style="list-style-type: none"> <li>• Review a model or process which should be followed when formally coaching or mentoring (8 marks)</li> <li>• Analyse the rationale for and the characteristics of effective contracting within coaching or mentoring (8 marks)</li> <li>• Explain the necessity of exploring the expectations</li> </ul>   |

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|  | <p>and boundaries of a coaching or mentoring programme with all stakeholders (<i>8 marks</i>)</p> <ul style="list-style-type: none"> <li>• Justify the rationale for supervision of coaches and mentors in practice (<i>8 marks</i>)</li> </ul>                    |
| <p><b>Understand the principles of effective coaching and mentoring in practice and how to evaluate benefits</b></p> <p>This section should summarise the previous sections to show your understanding of good practice in coaching and mentoring.</p> <p>You should also conclude how coaching or mentoring can be evaluated in order to bring quantifiable business benefits to individuals and organisations.</p> <p>As part of this document you may include coaching strategy papers or supporting documents.</p> | <ul style="list-style-type: none"> <li>• Critically review the elements required for effective and integrated coaching or mentoring (<i>8 marks</i>)</li> <li>• Analyse how the benefits of coaching or mentoring should be evaluated (<i>12 marks</i>)</li> </ul> |
| <p><b>By submitting I confirm that this assignment is my own work</b></p>  |  |