

Assignment Task for Unit 501: Undertaking management coaching or mentoring in the workplace

Centre Number:	Centre Name:
Learner Registration No:	Learner Name:
<p>TASK</p> <p>You are required to demonstrate the practical application of coaching or mentoring in practice within an organisational, managerial or professional role.</p> <p>You should undertake a minimum of 12 hours of formal and contracted coaching or mentoring, and be able to show how you have reflected on your performance.</p> <p>Note: <i>You should have a discussion with your coaching supervisor (usually the tutor) to assist in your performance reflection. You should also collect feedback from those observing your coaching or mentoring sessions. This could include feedback from your supervisor or peers.</i></p> <p><i>You should plan to spend approximately 29 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 2500-3000 words (excluding appendices). 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>	Assessment Criteria
<p>Plan and prepare for coaching or mentoring programmes</p> <p>Provide evidence of planning, contracting and agreeing coaching or mentoring programmes with one or more individuals.</p>	<ul style="list-style-type: none"> • Explain the rationale for coaching or mentoring for one or more clients and formally agree a contract with one or more clients (8 marks) • Identify individual developmental needs and agree goals, in line with organisational, divisional and/or team goals (8 marks) • Plan and prepare a short coaching or mentoring programme with one or more clients to complete a minimum of twelve hours of formal coaching activity (4 marks)
<p>Undertake coaching sessions</p> <p>Maintain an auditable diary of coaching records to show that you have delivered a minimum of 12 hours' coaching and/or mentoring showing that you have:</p> <ul style="list-style-type: none"> • identified individual development needs and agreed goals for the programme; • planned individual sessions and organised the materials and resources needed to support them; • delivered and recorded the coaching; • reviewed individuals' progress; • critically reflected on your own performance relating to relationships, tools, techniques and communication skills. 	<ul style="list-style-type: none"> • Complete a minimum of twelve hours of coaching or mentoring activity with one or more clients (16 marks) • Critically review your use of a range of diagnostic coaching and mentoring tools and techniques (12 marks) • Assess your ability to build relationships and use effective communication techniques of questioning, listening and giving feedback (12 marks) • Maintain appropriate overview records of goals, discussion and outcomes including progress towards goals (12 marks)

<p>Reflections on your performance as a coach or mentor</p> <p>Reflect on and review your performance, informed by feedback from participants and observers.</p>	<ul style="list-style-type: none"> • Collect feedback on own coaching or mentoring practice on the effectiveness of coaching or mentoring interventions in enabling the achievement of agreed goals and show evidence of this within the coaching / mentoring diary (<i>8 marks</i>) • Review coaching or mentoring activity and holistically explore this for patterns and personal learning and areas for improvement (<i>12 marks</i>) • Reflect on own coaching or mentoring practice (including evidence of supervision / tutorial feedback) (<i>8 marks</i>)
<p>By submitting I confirm that this assignment is my own work</p>	