

Assignment Task for Unit 503: Reviewing own ability as a management coach or mentor

Centre Number:	Centre Name:
Learner Registration No:	Learner Name:
<p>TASK</p> <p>This assessment requires you to reflect on your performance as a coach and/or mentor.</p> <p>Self awareness is a key characteristic of effective coaches and mentors. You are not expected to be perfect in this role, but to clearly demonstrate your own awareness of how well you are performing and what you need to do to improve in the future.</p> <p>Note: <i>You should plan to spend approximately 22 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. 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>Assess and reflect on own abilities as management coach and/or mentor</p> <p>Complete and evidence summary of your own abilities as a coach and/or mentor.</p> <p>You should include methods of assessment, tools and techniques to evidence your analysis. This may include:</p> <ul style="list-style-type: none"> • Feedback on your abilities or performance as a coach and/or mentor. • Evaluations based around some of the coaching competencies or around your own identified strengths and weaknesses. • Feedback from others (clients, stakeholders, others). • Reflection on SWOT and Action Plan. 	<ul style="list-style-type: none"> • Conduct an evidenced assessment analysis of your own ability as a coach and/or mentor relating to knowledge, skills and behaviours <i>(16 marks)</i> • Using this analysis critically review your strengths and weaknesses in relation to your skills, behaviours and knowledge as a coach or mentor <i>(16 marks)</i>
<p>Review the effectiveness of your own practice as a coach or mentor</p> <p>To reflect effectively you should:</p> <ul style="list-style-type: none"> • Use the coaching diary to evaluate your skills as a coach or mentor. • Discuss communication skills, relationship management and ethical considerations when coaching or mentoring. • Identify your weaknesses / development needs using examples. 	<ul style="list-style-type: none"> • Critically review the coaching activity undertaken looking at the process, patterns and outcomes <i>(12 marks)</i> • Critically evaluate your own skills as a coach or mentor focussing particularly on your self-awareness, approach, communication skills, and relationship management <i>(12 marks)</i> • Discuss how you ensure your coaching or mentoring is ethical and non-judgemental <i>(8 marks)</i> • Provide evidence of reflecting on actual coaching or mentoring activity by using examples and evidence <i>(12 marks)</i>

Reflections on your performance as a mentor or coach

Reflect on and review your performance, informed by feedback from participants and observers, where available, with a particular emphasis on how well your assessment of your strengths and weaknesses was confirmed, what you were able to do to overcome any weaknesses and build on your strengths and what future actions you can take to develop yourself further as a coach or mentor.

- Explain and reflect on the effectiveness of tutorial supervision (*8 marks*)
- Provide evidence of how you have recorded and logged your own progress and development as a coach or mentor (*8 marks*)
- Provide a linked and relevant plan for your future development for a minimum of the next twelve months (*8 marks*)

By submitting I confirm that this assignment is my own work