

# Independent Learning Tasks

## FAQs

### **Why are there additional tasks??**

Learning to become a better coach is an ongoing process and not just limited to the taught sessions. These tasks demonstrate your commitment to become the best coach you can be.

Also, one of the requirements as part of the process of gaining your certificate is to complete a set number of hours of independent learning outside the taught sessions and **in addition** to the set assignments.

There is no requirement to submit the tasks for checking but you may need to provide evidence that you have completed an additional 12 hours of self supported learning if required to do so by the external verifier. If you cannot do this your potential to gain accreditation may be jeopardised

### **What do I gain from them?**

The intention of these activities is to give you further development opportunities, to deepen your knowledge about coaching and to put your skills into practice both as a coach and a coachee.

They are designed to complement the training you receive and to fit within your existing working practice wherever possible.

Also they all involve opportunities to analyse and comment on the coaching process and in doing so they are excellent preparation for the formal assignments on which you will be assessed

### **When do I have to do them by?**

You can complete these tasks in your own time at any point during the period of your registration. We suggest that most of them are completed early in the programme as they add value and experience to the process of completing your coaching diary.

### **What if I'm not sure about something?**

Just as in all aspects of the entire programme, support and advice will be available to you from the course tutor(s) where requested. This can be via phone or email and face to face during the training sessions.

### **Will they be marked?**

The tasks are not a pass or fail so they are not "marked" as such. (See notes above)

**NB: Because this programme is externally verified, you may be asked to provide the written evidence of your reflections to prove you have completed**

**the tasks as set. Please keep your work in a safe place should you need to offer it to the verifier**

**How many hours are involved?**

Each successful candidate for the diploma will need to complete a **minimum** of 12 hours of independent study outside the actual training programme

**Can I work with others?**

Absolutely!! The tasks are designed to make use of your training group as a resource and collaborate in supporting each other's development.

**What are the tasks?**

Each task is explained individually over the following pages. However the overview is:

1. Read two coaching books of your choice and write your reflections as to how the book has contributed to your learning and development  
(Total 6 hours) \*
2. Complete a minimum of 2 coaching/mentoring sessions acting as coach and then receive coaching on how they both went to enhance your progress and understanding  
(Total 6 hours) \*

*\* These are the estimated minimum times to comfortably and thoroughly complete the tasks. You are, of course, free to develop them further in whatever ways are valuable to you.*

## TASK 1 – Reflections on a coaching book

On some programmes a coaching book will be included as part of your course materials. Where this is not the case, you are free to choose any book related to coaching to review. *A list of suggested books is given below*

The focus of the review is to reflect on how the book has made a contribution to your overall learning about the process of coaching and your individual development as a coach. To help you with this, a series of prompt questions is provided.

The actual reading of the book will probably take up the major part of the suggested hours as most people find they prefer to read it a couple of times and then dip back into it to support their practical coaching.

### Suggested texts

Title	Author	Publisher	ISBN
The Coaching Manual	Julie Starr	Prentice Hall	0 273 661930
Coaching & Reflecting in Schools	Vass, Hook & McPhail	Teachers Pocketbooks	1 903776 716
Super Coaching	Alexander & Renshaw	Random House	1 8441 3701 5
Coaching for Performance	John Whitmore	Nicholas Brearley	0 89384238 9
Coaching in a Week	Matt Somers	Hodder & Stoughton	0 340804920

### Personal reflections

Here are some prompts to support your reflections.

Remember to keep the written responses available for verification if required.

- Describe some of the ways that reading the book contributed to your development as a coach
- Which skill sets/ attitudes explained in the book did you recognise as already part of your practice?
- What does this tell you about your coaching development?
- What opportunities and contexts are open to you to use the ideas presented in the book?
  - Personally
  - Within your organisation
- What specifically will be the value in doing this? Give examples?
- What developments in your practice are you aware of that the book didn't help address?

- What specifically are the skills and concepts that you feel you would like to get even better at and why?
- Describe be the first steps you will take to achieve this?
- What support will you need and where may this come from?
- What will be different in the future about your practice as a coach as a result of reflecting on this book?

## TASK 2 – Practical Co-coaching

There is no requirement to **submit** any detailed, reflective notes on this process.

This part of the independent directed hours is signed off in the same way as the previous two tasks i.e. by recording its completion in your Independent Learning Log. As before however, you will need to keep the written evidence in case verification is needed.

You should record for your own purposes, your reflections on this process and keep them securely. On random occasions, as part of the quality control processes, the external verifier from the ILM will wish to confirm that candidates have met the requirements of the programme and may ask to see the notes.

Many people find that using the suggested prompts below is a simple way of keeping records AND a great rehearsal for the formal coaching diary.

However, you are, of course free to record your reflection in your own way.

### Task details

For this task you will adopt the role of both the coach and coachee so that you can:

- gain rounded experience of the process
- put your skills into practice
- get feedback on your coaching skills by being coached

You will need to set up a co-coaching partnership with a colleague already on the programme. If this is impractical, you may work with another colleague or line manager who has some coaching experience.

The process is relatively simple. You are required to:

- Conduct the equivalent of two, one hour coaching sessions with you in the role of coach. These should be with the same person so that progression and development is possible.
- Receive the equivalent of two hours coaching with you in the role of coachee. The focus of the coaching you receive should be on the skills and process of your own coaching during the sessions detailed above; i.e. what went well in the sessions; where you feel it could improve; and development actions you'll take and so on.

**NB:** Your coachee can be anyone but the coaching you **receive** should be from someone who is part of your diploma course

## Personal reflections

Your records should show that you have considered the following elements.

- What knowledge and skills are you aiming to work on, with the coachee in this session?  
*(this may not be appropriate in the first session)*
- What was actually covered in the session, compared to the above plan?
- What worked well, what worked less than well, what could have been done differently?
- What comments you received from the person being coached as to the value of the session?
- What personal strengths and weaknesses as a coach, you identified in yourself as a result of this work?
- What skills in relation to coaching, you still need to improve upon?
- What will you ask your own coach to focus on in the support session?