

**What is the Internal Coach Pool?**

- Up to 30 people
- From any job family, any level
- From all areas of the organisation
- Joining a programme starting in October 2016 to be trained in coaching skills and to complete the [Institute of Leadership & Management \(ILM\) Level 5 Certificate in Coaching and Mentoring](#)

**Why coaching?**

- Coaching established as a key feature of the Strategic Framework for Leadership and Management
- A Coaching and Mentoring Strategy professionalises coaching through creation of an internal pool of qualified coaches

**Coaching, or mentoring, or both?**

- Coaching and mentoring are complementary helping practices, sharing a common skillset and working across similar categories, eg career coaching, career mentoring
- Each is also defined as a separate practice
- Mentoring will be delivered through a University-wide Mentoring Programme, to be launched in December 2016

**Why an ILM qualification and programme?**

- The Level 5 Certificate is an established, national qualification for delivery of coaching and mentoring skills
- Qualification will be complemented by a holistic programme of learning and development to promote self-awareness and provide opportunities to enhance and practise coaching skills

**What is the selection process for the Internal Coach Pool?**

- Selection will be via nominations from senior managers in Departments, Faculties and Schools
- You can self-nominate by letting your senior managers know you're interested
- A nomination form should be completed
- Nominees will be invited to an interview with the Leadership and Management Team

**What are the timescales?**

- |  |                   |
|--|-------------------|
| • Call for nominations from Departments, Faculties and Schools | July/August 2016  |
| • Nomination form deadline                                     | 01 September 2016 |
| • Interview completion and confirmation of participants        | 30 September 2016 |
| • Start of ILM 5 programme                                     | October 2016      |

**I already hold a coaching qualification – can I still apply to be part of the Internal Coach Pool?**

- Yes. We welcome applications from colleagues who are already qualified as a coach
- Existing Level 5 and 7 qualification holders will still take part in learning and development modules for delivery of the ILM 5 qualification, in order to refresh and practice coaching skills; they will not, however, be required to complete assignments
- Level 3 qualification holders will be required to complete the entire Level 5 programme including the qualification route
- Some members of the Coaching and Mentoring Community of Practice may seek to become part of the Internal Coach Pool

# Leadership and Management

## Internal Coach Pool, 2016

### FAQs

#### What is the *Coaching and Mentoring Community of Practice*?

- A community of practice, comprising colleagues who have a qualification or interest in coaching and/or mentoring
- Its members champion, role-model and embed coaching principles, and share best practice approaches to coaching (and mentoring where appropriate), developing their own skills through CPD, supervision and co-coaching, and support others with 1:1 coaching, by acting as critical friends to the Leadership and Management Team

#### What commitment is required from each coach during, and after, the programme?

| <b>2016/17</b>  |  |
|---|--|
| <b>Working towards ILM 5 Certificate in Coaching and Mentoring</b>              | <b>Indicative hours</b>                |
| <b>Mandatory commitment:</b>  |  |
| 4 x 1 day workshops   | 28 hours                               |
| Guided Learning day (1 day)   | 7 hours                                |
| ILM 5 coaching practice to achieve qualification                                | 12 hours, to include prep & reflection |
| Supervision   | 1 hour                                 |
| <b>Total mandatory hours 2016-17</b>  | <b><u>48 hours</u></b>                 |
| <b>Study time:</b>  |  |
| Study time towards ILM5 qualification   | 40 hours                               |
| <b>2017/18 onwards</b>  |  |
| <b>Post-qualification</b>   | <b>Indicative hours</b>                |
| Coaching commitment hours per annum (min 2 coachees)                            | 24 hours                               |
| Preparation, reflection, evaluation   | 6 hours                                |
| CPD – from Coaching and Mentoring Community of Practice+ self-directed learning | 12 hours                               |
| <b>Total per annum from 2017/18</b>   | <b><u>42 hours</u></b>                 |

#### What is the level of commitment expected from senior managers?

- Senior managers will nominate people from their Departments, Faculties and Schools
- They will support participants in the programme with appropriate WLP, or other time commitment, allocation.

#### What WLP/time commitment will be allocated?

- This will be allocated on an individual Department, Faculty or School basis
- Some Departments, Faculties or Schools may wish to emphasise the coaching role to allocate more than the minimum indicative minimum hours
- Coaches may use existing continuing professional development (CPD) allocation for coaching commitments
- Some Departments, Faculties or Schools may wish to add an allowance for CPD into WLP, to be used in part for coaching
- An institutional commitment will be sought that individuals identifying the need for coaching are allowed a maximum of 12 hours per annum through which they can be provided coaching support.

For more information on the Internal Coach Pool, please contact [christine.wilkinson@nottingham.ac.uk](mailto:christine.wilkinson@nottingham.ac.uk), telephone 0115 84 66932.