L5 Certificate in Effective Coaching and Mentoring – Cohort 7

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| Date | 17th October 2022 | 7th – 9th November 2022 | 22nd and 23rd November 2022 | 5th and 6th January 2023 | 10th February 2023 | 17th April 2023 |
| Time | 10:00am – 12:00pm | 1 hour to be arranged | 9:30am – 4:30pm | 9:30am – 4:30pm | 9:30am – 4:30pm | 9:30am – 4:30pm |
| Location | Zoom | Zoom/MS Teams | POD, Southfield Room | POD, Southfield Room | POD, Southfield Room | POD, Southfield Room |
| Activity | **Induction** | **Tutorial** | **Unit 1** | **Unit 2** | **Guided learning 1** | **Guided learning 2** |
| Subject | Programme induction | One-to-one tutorial focused on development planning  | Understanding theskills, principles and practice of effective coaching  | Undertaking effective coaching within an organisational context | Guided learning and coaching buddy session | Guided learning and coaching buddy session |
| Actions required | Following induction confirm continuation of programme to Matt Stone at: pod@contacts.bham.ac.uk. Complete development plan in readiness for tutorial. | Bring draft development plan to tutorial. | Begin to identify potential coachees for coaching practice following session.Begin assignment for unit 1. | Submit assignment **from Unit 1** **–** via Canvas.Identify coachees and begin coaching practice. | Arrange convenient time to meet with coach buddy on this session.Continue coaching practice, utilising support from tutor/group/buddy as necessary. | Arrange convenient time to meet with coach buddy on this session.Continue coaching practice, utilising support from tutor/group/buddy as necessary. |

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| Date | 8th – 10th May 2023 | 6th and 7th June 2023 | 3rd – 5th July 2023 | 8th September 2023 |
| Time | 1 hour to be arranged | 9:30am – 4:30pm | 1 hour to be arranged | By close of business  |
| Location | Zoom/MS Teams | POD, Southfield | Zoom/MS Teams | Online via Canvas |
| Activity | **Coaching supervision** | **Unit 3** | **Tutorial** | **Portfolio submission** |
| Subject | Supervision session with tutor | Reviewing own ability as a coach  | Final one-to-one tutorial/supervision session to review learning and discuss ongoing development  |  |
| Actions required | Record a coaching session and send to tutor/supervisor before this session. | Continue coaching practice and portfolio building. | Bring initial development plan to tutorial.Continue coaching practice and portfolio completion. | Submit final portfolio via Canvas |