**ILM Level 3 Award in Coaching - Initial Assessment Name:**

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| **Learning outcome** | **Assessment criteria** | **My level of knowledge** | **How often I do this** | **Comments** |
|  |  | A lot | Some | None | Every day | Once a week | Once a month | Never |  |
| 1. **Understanding good practice in workplace coaching**
 |
| 1 Understand the context for effective workplace coaching | 1.1 Describe and define the purpose of workplace coaching |  |  |  |  |  |  |  |  |
| 1.2 Explain the role and responsibilities of an effective workplace coach |  |  |  |  |  |  |  |  |
| 1.3 Describe the behaviours and characteristics of an effective workplace coach |  |  |  |  |  |  |  |  |
| 1.4 Explain how coaches should contract and manage confidentiality to coach ethically |  |  |  |  |  |  |  |  |
| 2 Understand the process and content of effective workplace coaching Understand the process and content of effective workplace coaching Understand the process and content of effective workplace coaching | 2.1 Explain how to manage a coaching process agreeing goals and following a simple coaching model |  |  |  |  |  |  |  |  |
| 2.2 Explain the range of tools and techniques (including diagnostic tools and those exploring learning preferences) that can be used to support effective coaching |  |  |  |  |  |  |  |  |
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| 2 Understand the process and content of effective workplace coaching (cont) | 2.3 Explain why it is important to maintain basic records of coaching activity and what these should contain  |  |  |  |  |  |  |  |  |
| 2.4 Recognise any potential barriers to coaching in the workplace and explain suitable strategies to overcome these barriers |  |  |  |  |  |  |  |  |
| 1. **Undertaking coaching in the workplace**
 |
| 1 Be able to plan and organise workplace coaching sessions Be able to plan and organise workplace coaching sessions | * 1. Prepare and plan the coaching sessions
 |  |  |  |  |  |  |  |  |
| * 1. Contract the scope and content of the coaching sessions
 |  |  |  |  |  |  |  |  |
| * 1. Agree learning goals for the workplace coaching sessions
 |  |  |  |  |  |  |  |  |
| 2 Be able to undertake at least six hours of effective workplace coaching activity Be able to undertake at least six hours effective workplace coaching activity | * 1. Use diagnostic and assessment tools to effectively coach in the workplace
 |  |  |  |  |  |  |  |  |
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| 2 Be able to undertake at least six hours of effective workplace coaching activity | * 1. Demonstrate coaching techniques of questioning and listening to effectively coach in the workplace
 |  |  |  |  |  |  |  |  |
| * 1. Coach one or more individuals in the workplace for at least six hours
 |  |  |  |  |  |  |  |  |
| * 1. Keep appropriate records of workplace coaching activity including progress towards goals and impact on role
 |  |  |  |  |  |  |  |  |
| 3 Be able to summarise and analyse a period of formal coaching within the workplace using stakeholder feedback Be able to summarise and analyse a period of formal coaching within the workplace using stakeholder feedback | 3.1 Collect feedback from coaching client(s) and show evidence within coaching diary |  |  |  |  |  |  |  |  |
| 3.2 Reflect upon and review own workplace coaching activity |  |  |  |  |  |  |  |  |
| 3.3 Identify areas for improvement |  |  |  |  |  |  |  |  |
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| 1. **Reflecting on workplace coaching skills**
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| 1 Be able to assess own abilities and characteristics as a workplace coach | * 1. Conduct a reflective but evidenced analysis of your coaching practice
 |  |  |  |  |  |  |  |  |
| * 1. Identify strengths and weaknesses in your knowledge, skills and behaviour as a coach based on your reflective analysis
 |  |  |  |  |  |  |  |  |
| 2 Be able reflect on own communication and interpersonal skills when coaching | 2.1 Reflect on your use of questioning and listening and communication strategies when coaching |  |  |  |  |  |  |  |  |
| * 1. Assess the effectiveness of the feedback given to coachee(s) on performance
 |  |  |  |  |  |  |  |  |
| 1. Be able to summarise coaching reflections and plan for future development needs
 | 3.1 Draw conclusions on your own abilities as a coach to develop and improve others performance by guided conversation and questioning |  |  |  |  |  |  |  |  |
| 3.2 Provide a relevant personal development plan based on the self-assessment of yourself as a workplace coach |  |  |  |  |  |  |  |  |