# UNIT 3011V1

## Assignment Brief: Principles, Skills and Impact of Coaching and Mentoring.

### » INTRODUCTION

This unit is about the core principles, skills and impact of coaching and mentoring on individuals and teams.

### » SCENARIO

Learners may use their own employment context, or that of another organisation with which they are very familiar, to base their assignment. However, in the case that they are not able to do so, please use the below scenario:-

You are the first line manager, leading a team of 6 staff. Your organisation is keen to embed coaching and mentoring policies and wants key staff to understand the principles, skills and impact of such a policy.

### » TASK 1

Define the meaning and purposes of both coaching and mentoring and ensure that the distinctions between the two different approaches, in respect of aims and objectives, are clearly identified.

Describe the key roles of a coach and a mentor and illustrate your answer with the effect these different roles may have in your area of responsibility.

Guideline word count: 700 - 750 words

**A.C. 1.1 - Define coaching and its purpose**

**A.C. 1.2 - Define mentoring and its purpose**

**A.C. 1.3 - Describe the role of a coach**

**A.C. 1.4 - Describe the role of a mentor**

### » TASK 2

Discuss different communication skills required of a coach and a mentor, differentiating between the skills required as appropriate and using examples of situations to illustrate your answer.

Guideline word count: 400 - 450 words

**A.C. 2.1 - Discuss the communication skills required of a coach**

**A.C. 3.1 - Discuss the communication skills required of a mentor**

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Describe why the skills and qualities required of a coach and mentor include the need to respect confidentiality and sensitivity.
Give some examples of where the need for these skills is particularly important and what might happen if sensitivity and confidentiality is not observed.

Identify three different methods of providing feedback and support to coachees and mentees and the situation(s) where each method would be most appropriate.

Guideline word count: 400 - 450 words

**A.C. 2.2 - Describe the need for sensitivity and confidentiality in a coaching relationship**

**A.C. 3.2 - Describe the need for sensitivity and confidentiality in a mentoring relationship**

**A.C. 2.3 - Identify methods of feedback and support for a coachee in a coaching relationship**

**A.C. 3.3 - Identify methods of feedback and support for mentee mentoring relationship**

Identify the benefits of having coaching and mentoring strategies in the workplace.
Identify the key benefits to the stakeholders of such strategies.

Identify how the adoption of coaching and mentoring strategies can benefit individuals in your team, your team as a whole and ultimately benefit the organisation.

Your answer should include identification of how a coaching and mentoring policy can support the organisational mission and strategy. Where possible use practical examples to illustrate your answer.

Guideline word count: 450 - 500 words

**A.C. 4.1 - Identify the benefits of coaching for an individual**

**A.C. 4.2 - Identify the benefits of coaching for a team**

**A.C. 4.3 - Identify the benefits of coaching for an organisation**

**A.C. 5.1 - Identify the benefits of mentoring for an individual**

**A.C. 5.2 - Identify the benefits of mentoring for a team**

**A.C. 5.3 - Identify the benefits of mentoring for an organisation**

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