

EXECUTIVE COACHING QUALIFICATION:



ILM Level 7 Certificate for Executive & Senior Level Coaches & Mentors




portfolio



2024 Brochure

0800 978 8750
www.portfolio-info.co.uk



What our students say...

"Best learning experience I've ever had. Highest quality."

"Cannot recommend highly enough – tutors are masters in their field and inspirational role models."

"This programme embodies all that is professional and ethical."

"Fantastic programme – the tutor support was incredible."



About Portfolio

Expert tutors – award-winning specialist provider

Established in 2002 by Managing Consultant Jane Harders, Portfolio is an **award-winning partnership** with a proven track record in the provision of executive coaching, strategic coaching consultancy, ILM coaching qualifications and coaching supervision.

"My aim is to ensure that our students receive the highest **quality experience**, enabling them to develop as **exceptional coaches** with recognisable professional standards."

We're **passionate** about quality coaching, and committed to supporting the individual's exploration and development."

Our tutors are actively-practising executive coaches who draw on their knowledge of the coaching marketplace and share insights and experiences; **we're coaches who train**, not the other way around!

About this qualification programme

ILM Level 7 Certificate for Executive & Senior Level Coaches & Mentors

Portfolio's qualification programmes are quality assured by ILM and designed to provide a powerful shared learning experience and unrivalled student support. In-person workshops are supported by virtual classroom tutorials and group supervisions.

Our Level 7 Certificate programme consists of:

- Induction session — virtual classroom
- 3 x 2-day —F2F in-person workshop modules:
 1. Strategic Context for Coaching
 2. Developing Connection
 3. The Coaching Journey
- Assignment tutorial — virtual classroom
- Optional Study Day—F2F in-person
- Monthly group KIT (Keeping in Touch) calls—virtual classroom
- Individual tutorial and supervision calls — telephone

Between workshops you're expected to apply the skills by undertaking practical coaching sessions and completing approximately 1-2 hours of pre-work for the next module.

FAQs:

Why is entry by application only – can't I just book a place?

The application process ensures that all participants are able to complete the requirements of the qualification, and that we achieve a balanced mix of sectors within each cohort.

I haven't done anything "academic" for years — what support do you give?

We provide assignment templates, feedback on draft work, individual and group assignment tutorials.

How much work is involved in achieving the L7 qualification?

Level 7 is equivalent academically to a post-grad qualification; there are written assignments plus completion of a minimum of 20 hours coaching/mentoring at executive level.

How do I apply?

The L7 Application Form can be accessed [here](#).



Who is this programme for?

Portfolio's ILM Level 7 Certificate focuses on twin themes:

1. Developing an understanding of how coaching and mentoring can be introduced and integrated into an organisation at a senior/ strategic level; best-practice methodology and practical strategies; and
2. Development of the knowledge, skills, best-practice "polish" and confidence to perform effectively as executive or senior coaches/ mentors.

The programme aims to equip senior leaders (or those working in specialist HR/ L&D or OD roles) with the knowledge, skills and confidence to work as a coach/ strategically introducing coaching and— subject to successful completion of assignments — achieve a recognised Level 7 coaching qualification.

Typically, this programme delivers tangible benefits for:

- Senior HR/ OD/ L&D professionals who wish to develop their expertise and credibility as executive/ senior level coaches and mentors and/or are seeking to establish coaching at an organisational level;
- Senior operational managers/ leaders who are regularly coaching/ mentoring at a executive or senior level;
- Professional coaches who wish to enhance and accredit their experience with a recognised executive coaching qualification.

Applications

Entry to this programme is via application only, so please call to check availability. Applications are reviewed by the admissions team and you'll generally be advised of a decision within 3 working days.



2024 Programmes

Our L7 Certificate programme runs twice a year — spring and autumn — and Module dates are fixed. These are mandatory elements and attendance on all six days is required.

Spring '24 Cohort: F2F

Induction Call: March 7
(Virtual classroom)

Module 1 March 19-20

Module 2 April 23-24

Module 3 May 21-22

Autumn '24 Cohort: F2F

Induction Call: 23 September
(Virtual classroom)

Module 1 October 8-9

Module 2 November 5-6

Module 3 November 26-27

Dates for the (optional) Study Day are agreed with the cohort.

All Modules/ Study Days are held at Ashorne Hill, Leamington Spa

About this ILM Level 7 qualification

Programme objectives

By the end of this programme participants will be able to:

- Recognise and establish the strategic purposes of coaching and mentoring at executive or senior level;
- Critically review the conditions required to support and integrate executive/ senior level coaching and mentoring;
- Describe the principles and practices required for effective coaching or mentoring at an executive or senior level;
- Evaluate the impact of coaching or mentoring using a range of best-practice methods and assessment tools;
- Accurately establish client needs and contract effectively in the context of the individual and organisation;
- Critically review their own abilities to perform effectively as a coach or mentor at executive/ senior level and construct a robust CPD plan which addresses identified development needs;
- Position themselves as a coach or mentor at senior level, and construct a credible and relevant profile and associated documentation;
- Effectively plan, deliver and review at least 20 hours of coaching and/ or mentoring at executive or senior level;
- Demonstrate commitment to their self-development by undertaking reflective practice, individual and group supervision.

Qualification requirements

This L7 Certificate is awarded following the completion of mandatory modules and successful completion of assessed activities including:

- **Unit 700: Assignment:** A strategic report/rationale for introducing coaching or mentoring at an executive and senior level, draft handbook content to support an internal programme and a critical review of methods to evaluate coaching/ mentoring.
- **Unit 701: Portfolio:** Plan, deliver and reflect on at least 20 hours of coaching/ mentoring at executive/ senior level.
- **Unit 703: Reflective Journal:** Self-assessment and evidenced analysis of competence and future CPD requirements, plus construction of coach profile/ supporting documentation.

We provide an un-rivalled level of student support: assignment templates, guidance, feedback & individual/ group tutorials.

We're with you every step of the journey.

2024 Cohorts

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Induction Call: March 7th (Virtual classroom)

Module 1 March 19-20

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Induction Call: 23 September (Virtual classroom)

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Overview of Portfolio's ILM L7 Certificate for Executive & Senior Level Coaches & Mentors

The 3x2-day in-person Modules are supported by scheduled Group and Individual tutorials, individual supervision and an optional study day.

Induction: Introduction to the qualification, resources, tutorial support

Module 1 - Strategic Context for Coaching

Day 1 – Coaching and Mentoring in an Organisational Context

- * Coaching and mentoring—definitions, boundaries, usages
- * Strategic purpose of coaching and mentoring—the business case
- * Organisational context for senior/executive coaching – agendas, drivers, CSFs, climate/ conditions to thrive
- * Integrating coaching and mentoring – the journey to culture

Day 2 – Coaching Fundamentals

- * Competences, capabilities and capacities of an effective coach/ mentor
- * Core skills, frameworks and coaching practice
- * Practical co-coaching, feedback and reflection
- * Supervision and reflective practice as development tools

Module 2 – Developing Connection

Day 3 – The Lens and the Process

- * Emotional intelligence—self-awareness & building relationships
- * Personality preferences and traits within a coaching context
- * Ethics, ethical standards, professional codes of conduct
- * Contracting – principles, content, stakeholders, macro process

Day 4 – Developing Professional Practice

- * Practical co-contracting – practice, feedback and review
- * Managing relationships—tools and strategies for all stages
- * Coach-selection – developing and positioning a credible coach profile
- * Agile questioning techniques – developing fluency & raising challenge
- * Co-coaching—feedback and supervision

Module 3 - The Coaching Journey

Day 5 – Integration to BAU—Measuring the Impact

- * Learning needs analysis—strategies and diagnostics
- * Factors which influence integration of coaching/ mentoring—policy, culture, process, change
- * Methods for evaluating the impact of coaching and mentoring

Day 6 – Equipped for the Journey

- * Coaching toolkit – exploration of useful tools and models
- * Critical review methods, PDP & CPD—identifying and bridging gaps
- * Role of feedback, reflective practices, supervision, and peer mentoring
- * Practical co-coaching - individual video recordings for supervision

Study Day (Day 7) (Optional—date TBA)

- * Assignment guidance, group supervision, additional CPD

Why study with us?

What our students say...

We asked our previous L7 students, this question; they identified 3 key differentiators:

1. Tutors are active executive coaches who draw on their knowledge of the current coaching marketplace and share insights and experiences.
2. **Portfolio study materials** are updated twice a year and feature the very latest references ensuring that students have access to cutting-edge research and ideas.
3. The level of **student support** provided is unrivalled; individual tutorials, supervision and guidance are provided by assigned tutors.

For more features and benefits visit "[Why study with us](#)"



What else do I need to know?

What's included in the fees?

- All scheduled workshops + individual "on demand" tutorials
- Day-delegate attendance at Ashorne Hill
- Comprehensive course materials (hard copy) & templates
- ILM registration, certification and assessment
- Individual and group supervision
- Assignment tutorial and tutorial support for assignments
- Access to online student support area
- Institute of Leadership membership - 6 month trial period
- Virtual classroom access/ login and recordings access

Fees for our 2024 ILM L7 Certificate programmes:

£2,795+ VAT

How do I book a place?

Entry to our Level 7 Certificate programme is **via application only** and places are limited. Please check that you can attend all scheduled dates for the cohort before applying. All fees

Please see [Application Form](#) for full Terms & Conditions.

Where are the workshops held?

[Ashorne Hill](#) is our heart-space. It's a dedicated management learning venue with superb facilities and good quality accommodation. Centrally-located in the Midlands, just off Junction 13/14 of the M40 Ashorne is easily accessible by road, rail and air.



Got a question?

Check out "FAQ's"

Or contact us

There's no such thing as a dumb question; if its important to you, then it's important to us.

Call: 0800 978 8750

www.portfolio-info.co.uk

Jane Harders,

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E: Jane.harders@portfolio-info.co.uk



Our students are our greatest advocates...

"Compelling programme delivered by experts in content and delivery.

Jane is an exceptional coach and outstanding facilitator with a real passion for learners and for her subject. Unrivalled experience.

The "value-added" touches which are borne out of tutor experience are simply priceless.

This is so much more than a qualification; this is access to an inspirational and hugely experienced coach who supports you, challenges you and shares with you to help you become the coach you want to be.

It was a privilege to work with Jane—she models coaching best-practice and is generous in sharing wisdom gained from practice.

The tutor support went above and beyond expectations; absolutely first-class. Loved the KIT calls and 1-2-1 supervisions.

Best learning experience I've ever had."

"Thank you; we love what we do and we're passionate about developing exceptional coaches with recognizable professional standards.

And we're committed to delivering practice-based learning."

Jane Harders

#coachingthecrosswind



Any questions? Call/ email for information



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