



CMI Level 5 in Professional Coaching Practice

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🌐 www.mypd.co.uk

Dear Delegate,

I am delighted to welcome you to your MyPD training course.

At MyPD, we are passionate about supporting your professional growth. Our courses are carefully designed to be engaging, practical, and relevant, ensuring that you leave equipped with valuable knowledge and skills that you can immediately apply in your role.

Throughout the course, you will have the opportunity to share experiences, collaborate with others, and explore new ideas in a supportive and stimulating environment. Our trainers are dedicated to creating an interactive and enjoyable learning experience, and we encourage you to make the most of your time with us by asking questions, participating fully, and embracing new perspectives.

Whether you are here to build upon existing strengths, tackle new challenges, or simply refresh your skills, we are here to support you every step of the way.

Thank you for choosing MyPD for your professional development.

I wish you every success on your learning journey.

Kind regards,
Reuben Carr
Training Manager





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Duration: Full Day

Overview

Coaching is rapidly becoming one of the most sought-after skills required of managers. As the Harvard Business Review reports, it is a “skill that all good managers at all levels need to develop and deploy”. Through practical workshops and expert-led content, this course delves into the coaching and mentoring principles and skills needed to be an effective coach and mentor. From understanding personality types to asking the right questions, this course enables you to be the manager that energises, motivates and unlocks your team’s potential.

Held over five days, this course covers the foundational and psychological underpinnings of management coaching and mentoring, and actively honing your skills as a mentor and coach. Key topics include the central approaches to coaching and mentoring, learning styles, rapport building and empathy, creating a safe space, ethical implications and overcoming resistance to change. By the end of the week, you will understand how coaching and mentoring works, and how to embed it within your management style.

Learning Outcomes

- Understand the Concept and Purpose of Coaching and Mentoring
- Analyse Approaches to Management Coaching and Mentoring
- Reflect on Your Leadership Style
- Appreciate the Psychological Underpinnings of Coaching and Mentoring
- Examine Different Learning Styles and Individual Personality Traits
- Effectively Use Questions, Silence and Empathy
- Develop Guidelines and Ethical Protocols for Coaching and Mentoring Relationships
- Know how to Overcome Resistance to Coaching and Mentoring
- Build Your Organisation’s Coaching and Mentoring Culture

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Zoom Meeting

Daily course time: 9:30 AM – 4:30 PM BST

[Click here to join the meeting](#)

Meeting ID: 830 2622 5659

There is no password required

[Download Zoom](#) | [Join on the web](#)



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Agenda

Day 1	Laying the Foundations – Concept, Purpose and Business Case
	• Welcome, Introductions, and Overview • Concept of Management Coaching and Mentoring • Business Case for Management Coaching and Mentoring • Different Approaches to Coaching and Mentoring
Day 2	From Theory to How it Works in Practice
	• Supporting a Coachee or Mentee Transition through Change • Navigating Relationships as a Manager, Coach and Mentor • Self-Awareness and the Psychological Underpinnings of Coaching and Mentoring • Matching Individual Learning Styles to Personality Traits
Day 3	Honing Your Skills as a Coach and Mentor
	• Managing without Judgement: Creating a Safe Space • Effectively Using Questions – and Silence • Building Rapport, Showing Empathy and Problem Solving • Workshop: Applying the Skills of the Day in Practice
Day 4	Ethics and Relationships Behind Coaching and Mentoring
	• Ethical Implications of Coaching and Mentoring • Guidelines, Protocols and Contracts for Interventions • Overcoming Resistance to Coaching and Mentoring • Team Dynamics and Team Learning
Day 5	Coaching and Mentoring within Your Organisation
	• Creating an Organisational Culture of Coaching and Mentoring • Monitoring and Evaluating Impact of Coaching and Mentoring • Action Plans and Individual Presentations

Trainer Profile: Tony Cash



Tony has over 30 years' worth of experience working in the UK Civil Service and delivering training to delegates from a range of sectors on a wide variety of topics including coaching, mentoring, management and leadership, personal development and strategic thinking.

In the UK Civil Service, Tony's roles included Head of Strategy and Communications for the Joint Trade Policy Unit and Deputy Director of the Department for Business internal training team, where he delivering a wide range of coaching, mentoring and personal development training. He was also Assistant Director of the Enterprise Bill team and Assistant Director for the Low Pay Commission.

Tony has since worked as a training consultant, delivering a wide range of training (included CMI accredited training) to delegates in the UK and across the world. He has delivered in-house training for public bodies in Bermuda, the British Virgin Islands, Canada, Cayman Islands, Dubai (where he delivered a Coaching and Development programme for the Dubai National School of Government), Guernsey, Kenya, Ireland, Malta, St Kitts and South Africa. He has also delivered bespoke training courses for various UK government departments, including the Department for Business, Department for Exiting the European Union, Department for Transport, the Home Office, and Ministry of Justice, as well as for independent regulators and local councils.

Alongside his wealth of training experience and practical knowledge, Tony holds multiple training and coaching certificates. His qualifications include:

- MSc in Organisation Development (Portsmouth University)
- BA Hons Economics and Sociology (Reading University)
- Certified Master Practitioner of Neuro-Linguistic Programming
- Certificate in Executive Coaching
- Certificate in Counselling Skills
- CIPD Certificate in Training Practice
- Prince 2 Practitioner (Project Management)

Trainer Profile: Rachel Holloway



A seasoned social scientist, educator, and holistic therapist, Rachel Holloway is committed to driving learning and development. With a broad scope across academia, non-profit, and business sectors, Rachel co-creates solutions for sustained change. Notable projects include Train the Trainer schemes in Indonesia, the Philippines, and Vietnam and establishing a Shadow Board with a Chief Executive, offering emerging leaders insights into governance processes and strategic decision-making.

With a career spanning over twenty years, Rachel has served governments and international organisations worldwide. Her experience includes impactful roles with the United Nations, the Organisation for Economic Co-operation and Development, and various governments, such as India, Morocco, Montenegro, Peru and Pakistan.

Rachel is a consultant and coach to guide individuals and organisations toward growth and development. Currently holding the positions of Managing Director of Partners for Reform and Non-Executive Director of the British Hallmarking Council, Rachel's leadership and expertise consistently drive positive change and innovation. She has also recently taken on a mentoring role for businesses through the Help to Grow scheme.

Qualifications and Training:

- Project Leadership Certificate (Saïd Business School, The University of Oxford)
- Master of Economics in Strategic Studies (University of Wales, Aberystwyth)
- Honours Degree in International Relations (Nottingham Trent University)
- Certified Coach, Trainer, and Assessor
- Member of The Association for Coaching, The Chartered Management Institute, and the Institute of Learning and Management
- Qualified facilitator of Thomas International Personal Profile Analysis (PPA) aids understanding of strengths, preferred communication and working styles.



Chartered Management Institute Qualification



About CMI:

The Chartered Management Institute (CMI) is the UK-based professional body for management and leadership, dedicated to promoting high standards in management and leadership excellence. CMI offers a wide range of qualifications and support to enhance individual and organizational performance.

Benefits of CMI Qualifications:

- **Professional Recognition:** CMI qualifications are respected by employers globally, enhancing career prospects and earning potential.
- **Practical Learning:** Courses are designed in collaboration with industry experts, ensuring relevance to current business challenges.
- **Networking Opportunities:** Access to CMI's extensive network of managers and leaders for knowledge sharing and professional development.

Membership:

- **Professional Development:** CMI membership offers access to resources, events, and webinars to support continuous professional development.
- **Career Support:** Exclusive job opportunities, mentoring, and career advice from industry leaders.
- **Thought Leadership:** Stay updated with the latest management trends through CMI's publications and research.

How CMI Supports Your Career:

By choosing CMI qualifications, individuals invest in their professional growth and gain access to a supportive community of managers and leaders committed to excellence in management practice.

CMI equips managers and leaders with the skills, knowledge, and recognition needed to drive success in today's dynamic business environment. Whether you are starting your management journey or aiming for senior leadership roles, CMI provides the framework and support to achieve your career goals.

For more information, visit [CMI's official website](https://www.cmi.co.uk).

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Your Needs, Your Training. Tailored Solutions for Every Client.

At PDG, we understand that every organisation has unique needs, that's why we offer tailored in-house training solutions to help your team develop the skills and expertise they need to thrive. Our in-house courses are designed to align with your organisation's specific goals, ensuring that your employees gain the knowledge they need in a way that is both relevant and impactful.

Our Process

Consultation

We begin with a comprehensive consultation to understand your audience, review existing challenges, and identify specific problem areas and desired learning outcomes.

Development

Our team develops a tailored training solution, leveraging subject matter expertise to create a proposal that aligns with your organisational objectives.

Proposal

We provide a detailed proposal that outlines the scope, costs, and terms, ensuring transparency and clarity for your decision-making process.

Pre-Delivery Meeting

We conduct a pre-delivery meeting with the trainer or subject matter expert allowing for necessary adjustments to ensure the training meets your expectations.

Delivery

The training is delivered by our qualified facilitators, focusing on engagement and interaction to enhance participant learning and retention.

Evaluation

We carry out a thorough evaluation to assess the effectiveness of the programme and gather feedback, ensuring alignment with your training goals and identifying opportunities for future enhancements.



BOOK A MEETING

to discuss bespoke courses
for your team

Woody Maxey-Graham

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THANK YOU FOR CHOOSING
MYPD FOR YOUR
PROFESSIONAL DEVELOPMENT
WE HOPE TO SEE YOU AGAIN SOON



IN PARTNERSHIP WITH



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