Module Title:
Coaching and Mentoring for the Workplace

Module Number:
BMSW6105

Portfolio – Task 3 Reflective Report (2000 words)

Before reading this guidance, you should consult a copy of the full assignment brief which is available on Moodle in the 'Assignment' folder.

Title Page	All of your submissions must include a title page that clearly states your name, your student number, the module code and title, your lecturer's name, and your assignment title. The words in this section **do not count** towards your word limit.
Contents Page	List the different sections of your report with corresponding page numbers. The words in this section **do not count** towards your word limit.
Introduction (≈200 words) **Introduce Coaching and mentoring**	This section should **introduce** your reader to the content of your report, briefly stating what will be discussed and the context. **Explain** the reflective nature of the report and state which model of reflection will be used. **Define** coaching**, define** mentoring**, compare and contrast - cite** literature to support your points. Include the key attributes/attitudes or skills that an effective coach might demonstrate. Here you may also highlight key theories, models and literature that you will be discussing within the report.
Coaching and Mentoring in the workplace. (≈400 words)	**Define** the main purposes for which coaching and mentoring can be used in the workplace **cite** literature to support your points. **Compare and contrast** views of coaching and mentoring, support your points with literature.
Specific model of coaching (≈400 words)	**Define your chosen model for coaching, cite** literature to support your points. **Critically analyse** your chosen model of coaching – advantages and disadvantages – examples of situation in which the model would be most useful**.**
Reflect on Practical 1 (≈400 words)	**Use your chosen model of reflection to reflect on your first assessed experience of coaching and goal setting.**

Reflect on practical 2 (≈400 words)	**Use your chosen model of reflection to reflect on your assessed experience of mentoring and providing feedback**
Conclusion (≈200words)	**Summarise** the important points that you have made, reiterate key theories and literature cited within your report. Add a clear **point of conclusion** regarding how your experience will inform your future practice in the workplace. **DO NOT** introduce **new** points of discussion or literature at this point.
Reference List	All information sources should be listed in Harvard Style with a full reference for each. UWTSD Harvard referencing guide References should be organised in alphabetical order. You should have used a **minimum of 12** credible and reliable sources of published information. The words in this section **do not count** towards your word limit.