PRIFYSGOL CYMRU
Y Drindod Dewi Sant
UNIVERSITY OF WALES
Trinity Saint David
SWANSEA - ABERTAWE

MODULE HANDBOOK

Coaching and Mentoring, Skills for the Workplace

BMSW6105_CARD

LEVEL 6

INSTITUTE OF MANAGEMENT AND HEALTH

Semester 1 2021-22

Module Code	**BMSW6105**
Title	**Coaching & Mentoring Skills for the Workplace**
Date	**01/10/2020**
Level	**6**
Credits	**20**
Pre-Requisites	

AIM(S)

- To develop understanding of the skills, principles and practice of effective management coaching and mentoring and the benefits they bring to business

LEARNING OUTCOMES

Upon the successful completion of this module, the student should be able to:

- Critically evaluate the purpose of coaching and mentoring within an organisational context;
- critically analyse the skills, behaviours, attitudes, beliefs and values of an effective coach or mentor;
- apply strategies to effectively coach or mentor at an appropriate level.

INDICATIVE CONTENT

- Introduction to and definitions of coaching and mentoring.
- Differences and overlaps of coaching, mentoring, counselling and training and selecting the most appropriate methodological approach.
- Individual and organisational benefits of coaching and mentoring.
- Costs and benefits of coaching and mentoring.
- Alternative strategies for developing and supporting employees.
- Corporate objectives and the contribution of coaching and mentoring.
- Organisational, operational and individual barriers and strategies to overcome them.
- Knowledge, skills and behaviours of an effective coach and mentor.

Study Time Allocation

The allocation of teaching to deliver the module is:

Activity type	Hours	Percentage
Scheduled learning	40	20%
Independent learning	160	80%
Placement learning	0	0%
TOTAL	**200**	**100%**

ASSESSMENT

Assessment Component 1

(Tick one)

☐ **Written exam** ☐ **Coursework** ☒ **Practical**

Mode of assessment	Volume	Weighting
Participation in in-class peer coaching exercises supported by an individual written reflection	30 minutes spent in peer coaching exercises supported by 2,500-word individual written reflection	100%

Assessment Summary

Activity type	Percentage
Written	0%
Coursework	0%
Practical	100%
TOTAL	**100%**

READING LIST – See the Leganto Resource List on Moodle. Further reading guidance is detailed below.

Module Code	**BMSW6105**	
Module Title	**Coaching & Mentoring Skills for the Workplace**	
Classification	**Reading List Entry**	**Electronic***
Essential	Garvey, B., Stokes, P., and Megginson, D., (2018). Coaching and Mentoring: Theory and Practice. London: SAGE.	☐
Essential	Brockbank, A. and McGill, I., (2012). Facilitating reflective learning: Coaching, mentoring and supervision. Kogan Page Publishers.	☒
Essential	Landsberg, M. (2015) .*The Tao of Coaching Boost Your Effectiveness at Work by Developing Those Around You*. London: Profile Books	☐
Further	Cox, E., Bachkirova, T. & Clutterbuck, D., (2014). The complete handbook of coaching 2nd ed.,London: Sage.	☐
Further	Clutterbuck, D. (2004) Everyone Needs a Mentor: Fostering talent in your organisation, London: CIPD.	☐
Further	Clutterbuck, D. (2007) Coaching the team at work. (Online) London ; Boston : Nicholas Brealey International.	☐
Further	Connor, M., & Pokora, J. (2012). 'Coaching And Mentoring At Work Developing Effective Practice' (2nd ed.). Maidenhead: McGraw-Hill Education.	☐
Further	DuBrin, A.J., (2005). Coaching and mentoring skills, Upper Saddle River, N.J.: Pearson/Prentice Hall.	☐
Further	Illeris, K. (2011) 'The fundamentals of workplace learning: understanding how people learn in working life'. (Online) Milton Park, Abingdon, Oxon; New York : Routledge. https://www-dawsonera-com.ezproxy.uwtsd.ac.uk/abstract/9780203836521 (Accessed 24 July 2013)	☒
Further	Watt, L., 2004. Mentoring and Coaching in the Workplace. The Canadian Manager, 29(3), pp.14–16. https://web-a-ebscohost-com.ezproxy.uwtsd.ac.uk/ehost/detail/detail?vid=0&sid=a54d08f5-07bc-4ead-879f-77ac508a643e%40sdc-v-	☒

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	sessmgr02&bdata=JnNpdGU9ZWhvc3QtbGl2ZQ%3d%3d#AN=14978434&db=bth (Accessed 24 July 2013)	
Further	Megginson, C., & Clutterbuck, D. (2010). 'Further Techniques for Coaching and Mentoring'. Burlington: Taylor and Francis.	☐
Further	Rolfe, A., 2015. COACHING AND MENTORING - WHAT IS THE DIFFERENCE? Training & Development, 42(5), pp.12–13 https://web-a-ebscohost-com.ezproxy.uwtsd.ac.uk/ehost/detail/detail?vid=0&sid=81dfbf8a-3c0d-46cc-ac71-2afa2086d588%40sdc-v-sessmgr01&bdata=JnNpdGU9ZWhvc3QtbGl2ZQ%3d%3d#AN=110377247&db=bth(Accessed 24 July 2013)	☒
Further	Pears, R. & Shields, G. (2011) Cite Them Right. Basingstoke: Palgrave MacMillan.	☐
Further	Stone, F. (2007). Coaching, Counselling & Mentoring. New York. American Management Association.	☐
Further	Whitworth, L. et al, (2007) Co-active Coaching: New skills for coaching people to success in work and life, London: Davies Black.	☐
Further	Covey, S. (2013) The 7 Habbits of Highly Effective People Powerful Lessons in Personal Change. New York: Free Press	☐