

# CMI Level 3 Certificate in Coaching & Mentoring



## Course Overview

The CMI Level 3 Certificate in Coaching and Mentoring is designed for individuals who wish to develop their skills in supporting and guiding others in a professional setting. This qualification provides a comprehensive understanding of the principles and practices of coaching and mentoring, enabling learners to facilitate personal and professional development effectively.

Throughout the course, learners will explore key concepts such as coaching techniques, mentoring frameworks, communication skills, and ethical considerations. The qualification equips participants with the tools to build trusting relationships, set goals, provide constructive feedback, and encourage self-reflection in those they coach or mentor.

Ideal for supervisors, team leaders, managers, or those new to coaching and mentoring roles, this certificate helps enhance leadership capabilities and fosters a positive organisational culture through improved interpersonal support.

Key Learning Outcomes:

- Understand the roles and responsibilities of a coach and mentor
- Develop effective communication and questioning techniques
- Apply coaching and mentoring models to real-world scenarios
- Build confidence in facilitating learning and development
- Recognize the importance of ethics and boundaries in coaching and mentoring relationships
- Reflect on personal coaching style and areas for improvement

On completion, learners will be equipped to support colleagues or team members to reach their full potential, contributing to improved performance, motivation, and engagement within their workplace.

## What You Will Study

Throughout this course you will study three units:

- Principles, skills and impact of coaching and mentoring
- The Coaching and Mentoring Process
- Completing the Coaching and Mentoring Process

## Attendance Expectations

This is an online course, where you will access the course materials and assessments. You can contact your course tutor directly through the platform and arrange 1:1 support.

## How You Will Be Assessed

Throughout the course you will be assessed through a range of different assessment methods including:

Written Essays

### START DATE

Flexible start dates

### LEVEL

Level 3

### STUDY MODE

Part-time

### DURATION

9 months

### AWARDING BODY

Chartered  
Management  
Institute (CMI)

### LOCATION

Online Learning



For further information about this course, including Entry Requirements, Assessments and Further Study, scan the QR code.

## Need More Information?

For additional course information please contact the Course Information Team on **01924 789111** or email **courseinfo@heartofyorkshire.ac.uk**.

To learn more about the Heart of Yorkshire Education Group, our facilities and how we can support you please visit our website **www.heartofyorkshire.ac.uk**.

## Quick Links



How to  
Apply



Student  
Support



Virtual  
Tours



**Heart of Yorkshire**  
Education Group

## Entry Requirements

There are no formal entry requirements for this course.

## Fee Information

There is funding available for this course, subject to previous qualifications and postcode.

## Further Study

Upon completing this course, you could progress to Level 4 Diploma in Counselling or to a degree.

