

Institute of Leadership & Management.

Reading List for all Level 5 Coaching & Mentoring qualifications.

The resources listed have been put together to cover all available units and awards at the specified level, regardless of how they are combined to form your qualification.

This list offers suggested resources for further reading and information, to help widen your knowledge and supplement any resources already provided, but is not intended as an exhaustive guide or to replace research you carry out yourself.

Use of these resources is not compulsory, and does not guarantee any specific grade at the end of the course.

When following any course of study you should always investigate additional sources of reading and information such as sector specific publications, library collections, news coverage and any relevant organizations.

Contact the central library in your area as they will often have an Inter-Library Loan service allowing loans from other libraries.

All resources listed are available for loan from the ILM Resource Centre, or available for use through the ILM website. Further information on publication titles can be found through <http://books.google.co.uk/>, <http://scholar.google.com/>, or www.amazon.co.uk.

Information on how to use the services available can be found in the Members Only area of the website section of the members' only area of the website.

If you have any suggestions for appropriate titles, or feedback about the lists please contact resourcecentre@i-l-m.com

Resources available through the Resource Centre or ILM Website

All books and ebooks listed are available for loan or use through the Resource Centre.

- Books can be borrowed through the book loan service – up to 4 items for 3 weeks.
- Ebooks are **not** loaned, merely accessed through the website.

Visit the *Book Loans and Ebooks* page for more information and **instructions** on accessing and using the Library catalogue and Ebooks.

CERTIFICATE - Units D5.01-5.03	DIPLOMA - Units 5.01-5.04	Unit no.	Unit title	Title of resource	Author	Ebook	Publisher	ISBN 10 digit	ISBN 13 digit
		D5.01	Understanding how management coaching and mentoring can benefit individuals and organisations.	Concepts for Coaching	Hill, Peter	<input type="checkbox"/>	Institute of Leadership & Management	1902475232	
		Coaching: learning made simple.		Pardey, David	<input type="checkbox"/>	Butterworth Heinemann,	0750684143		
		Mentoring in action. 2nd ed. [ebook]		Megginson, D	<input checked="" type="checkbox"/>	Kogan Page	0749444967		
		Competitive Advantage Through People: Unleashing the Power of the Workforce		Pfeffer, J	<input type="checkbox"/>	Harvard Business School Press. 1996	087584717X	978-0875847177	
		Coaching for the future: how smart companies use coaching and mentoring		Caplan, J	<input type="checkbox"/>	CIPD	0852929587		
		NLP at Work: The Difference that Makes a Difference in Business. 2nd Rev Ed.		Knight, S	<input type="checkbox"/>	Nicholas Brealey Publishing Ltd. 2002	1857883020	978-1857883022	
		Mentoring a Henley review of best practice. [ebook]		Cranwell-Ward, Jane; Bossons, Patricia; Gover, Sue	<input checked="" type="checkbox"/>	Basingstoke Palgrave MacMillan 2004	1403935688		
		Personal Coaching: Releasing Potential at Work (Creating Success)		Thorne, K	<input type="checkbox"/>	Kogan Page Ltd. 2001.:	0749435895	978-0749435899	
		Law and ethics in coaching: how to solve and avoid difficult problems in your coaching practice. [ebook]		Williams, Pat	<input checked="" type="checkbox"/>	Wiley Publishers	0471758876		
Follow this path: how the world's greatest organizations drive growth by unleashing human potential.	Coffman, C and Gonzalez-Molina, G.	<input type="checkbox"/>		Warner Business Books	1844130134				
Positive Working Relationships. Management Extra Series	Institute of Leadership &	<input type="checkbox"/>	Pergamon Flexible	0750666781					

			Management		Learning	
		Coaching: Evoking Excellence in Others. [ebook]	Flaherty, James	<input type="checkbox"/>	Butterworth-Heinemann: 1998	0750699035
D5.02	Reviewing own ability as a management coach or mentor.	Everyone needs a mentor. 4th ed	Clutterbuck, D	<input type="checkbox"/>	Chartered Institute of Personnel and Development	1843980541
		The situational mentor : an international review of competences and capabilities in mentoring	Clutterbuck, David; Lane, Gill. eds.	<input type="checkbox"/>	Gower 2004	0566085437
<p><i>On-line team leader self-assessment and benchmarking.</i> This on-line tool allows you to assess your performance against 16 key team leader competences. Free of charge to ILM members.</p>						
		People Skills	Bolton, Robert	<input type="checkbox"/>	Simon & Schuster Inc: 1986	067162248X
		Complete feedback skills training book	Sue Bishop	<input type="checkbox"/>	Aldershot Gower 2000	0566082187
		Mastering mentoring and coaching with emotional intelligence : increase your job EQ	Merlevede, Patrick E; Bridoux; Denis C;	<input type="checkbox"/>	Bancyfelin: Crown House.	1904424082
		Listening skills. 2nd ed.	Mackay, Ian	<input type="checkbox"/>	Institute of Personnel and Development	0852927541
		A manager's guide to self development. 4th ed	Pedler, Mike; Burgoyne, John; Boydell, Tim	<input type="checkbox"/>	McGraw Hill 2001	0077098307
		Co-active Coaching: New Skills for Coaching People Toward Success in Work and Life	Whitmore, Sir John (Foreword); Whitworth, Laura; Kimsey-House, Henry; Sandahl, Phil	<input type="checkbox"/>	Davies-Black Publishing: 1998	0891061231
D5.03	Undertaking management coaching or mentoring in the workplace.	The Coaching Manual: The Definitive Guide to the Process, Principles and Skills of Personal Coaching	Starr, Julie	<input type="checkbox"/>	Prentice Hall: 2002	0273661930
		See our Skills File and Resource List: <i>Coaching Skills.</i> <i>Mentoring for Managers</i>				

			The Handbook of Coaching: A Comprehensive Resource Guide to Effective Coaching with Individuals and Organizations	Hudson, Frederic M.	<input type="checkbox"/>	Jossey Bass Wiley.	0787947954	
			The tao of motivation (Harper Collins)	Landsberg, J	<input type="checkbox"/>	Harper Collins	1861976550	
			Making coaching work : creating a coaching culture	Clutterbuck, David; Megginson, David	<input type="checkbox"/>	Chartered Institute of Personnel and Development	1843980746	
			Whale done : the power of positive relationships	Blanchard, Ken. et al	<input type="checkbox"/>	Nicholas Brealey 2003	1857883268	
			Coaching with colleagues: an action guide for one-to-one learning. [ebook]	De Hann, Erik and Burger, Yvonne	<input checked="" type="checkbox"/>	Palgrave MacMillan	1403943230	
			Mentor Courses: A Resource Book for Trainer-Trainers (Cambridge Teacher Training and Development)	Malderez, Angi; Bodszky, Caroline	<input type="checkbox"/>	Cambridge University Press: 1999	0521566908	
			Real Coaching and Feedback: How to Help People Improve Their Performance	Smart, J.K.	<input type="checkbox"/>	Prentice Hall: 2002	0273663283	
	D5.04	Undertaking an extended period of management coaching or mentoring in the workplace.	Coaching for change : practical strategies for transforming performance	Thorne, Kaye	<input type="checkbox"/>	Kogan Page. 2004	0749441682	
			Coaching for Performance	Whitmore, Sir John	<input type="checkbox"/>	Nicholas Brealey	1857883039	
			Development for High Performance. Management Extra	Institute of Leadership & Management	<input type="checkbox"/>	Pergamon Flexible Learning	0750666846	
			Implementing mentoring schemes : a practical guide to successful programs	Klasen, Nadine; Clutterbuck,, David	<input type="checkbox"/>	Butterworth Heinemann. 2002	0750654309	
			Tao of Coaching: Boost Your Effectiveness at Work by Inspiring and Developing Those Around You	Landsberg, J	<input type="checkbox"/>	Harper Collins	186197650X	978-1861976505
			Creating a learning and development strategy. 2nd ed	Mayo, Andrew	<input type="checkbox"/>	Chartered Institute of Personnel & Development	1843980568	
			Development for High Performance	ILM	<input type="checkbox"/>	Pergamon	0-7506-	

							Flexible Learning	6684-6	
				Managing for Results	ILM		Pergamon Flexible Learning	0-7506-6685-4	

Management Extra

This is the complete list of the titles in the Management Extra range, which are designed to support the Level 5 qualifications.

All titles are published by Pergamon Flexible Learning and can be bought either direct from www.elsevier.com, ordered from large bookshops or purchased through a distributor for the titles. Contact customer@i-l-m.com for more information about distributors.

Title	ISBN
Business Environment	0-7506-6679-X
Change Management	0-7506-6680-3
Development for High Performance	0-7506-6684-6
Financial Management	0-7506-6687-0
Information and Knowledge Management	0-7506-6688-9
Leading Teams	0-7506-6686-2
Managing for Results	0-7506-6685-4
Managing Markets and Customers	0-7506-8020-2
Managing Yourself	0-7506-6677-3
Positive Working Relationships	0-7506-6678-1
Project Management	0-7506-6683-8
Quality and Operations Management	0-7506-6682-X
Recruitment and Selection	0-7506-6689-7
Reputation Management	0-7506-6681-1

Ejournals

In addition to the resources listed here, you should try our *ejournals* service. The service offers access to over 9000 journals, with over 8500 available in full text, allowing you to carry out your own research articles on your subject.

You can carry out searches for the most up to date information and articles on your required topic and items can be printed, saved or downloaded immediately. Plus, if you create a free personal account you can save your searches for future reference and set up topic alerts which will notify you of new articles on your topic.

Visit the *ejournals* page in the *Resource Centre* section of the website for **instructions** and information on how to use the service. There is also extensive online help available in the service to help you get the most out of your searches.

Visit the ILM Resource Centre for:

- *Book Loans* – use our online catalogue to search for resources and borrow up to 4 items for 3 weeks.
- *E-books* – a targeted collection of 200 titles.
- *E-journals* – access to over 9000 journals with over 8500 in full text allowing you to search for the most up to date articles on your topic
- *Reading Lists* - available on the Resource Centre webpage to help you with your studies and your career. *Research & Enquiry service* – contact the Resource Centre if you have an enquiry you need help with, and you can have up to an hour of free research carried out by the librarian.
- *Study Guides* – our guides for each level to help you complete your qualification and assignments, PLUS “tips for success” from our assessors.
- *Skills files* – our collection of *Edge* articles, available to download in PDF format, covering topics including Appraisals, Coaching & Mentoring, Delegation and more
- *Skills Files Resource Guides* - a selection of resources accompanying each Skills File to help you further your reading and knowledge on the subjects.
- *Book Summaries* – five-page book summaries, interview and essays covering the latest topics, trends and thinkers in leadership, business and management
- *Resource Centre Newsletter* – our quarterly newsletter to keep you up to date with news and changes in the Resource Centre, its stock, resources and services.
- *Web Resources* – a selection of web links which may be of use for your further learning.

Visit the members only area of the ILM website or contact the Resource Centre on resourcecentre@i-l-m.com, Telephone 01543 266861