

Issue Date – Jan 20

Normal Review Period – Annually

Review Date – Jan 21

**TERMS OF REFERENCE FOR THE ROYAL NAVAL LEADERSHIP ACADEMY
HEADQUARTERS (TRAINING TEAM) COACHING ADVISOR (RNLA HQ TT CA)**

PREAMBLE

Under the Command of Captain BRNC, the Officer Commanding RNLA has been delegated authority to deliver Leadership and Coaching training iaw 2SL's directive. Command, Leadership and Management (CLM) and Divisional training is provided to RN personnel throughout their careers by the RNLA, principally in support of promotion, recognising that those selected will be required to exercise greater levels of leadership than hitherto. The RNLA HQ is responsible for the delivery and management of courses, training and assurance of RNLA and associated staff.

PURPOSES

1. Primary Purposes.

- a. To improve the effectiveness of RNLA training delivery by promoting a Coaching and Mentoring culture.
- b. To manage the Level 3 & 5 CMI coaching courses.
- c. To develop courses to keep pace with modern training delivery strategies.
- d. Identify opportunities to improve RNLA serials through continued implementation of coaching techniques.
- e. Deliver bespoke coaching interventions to individuals and teams to enhance performance.
- f. To conduct internal validation of CMI coaching and mentoring training.

2. Secondary Purpose.

- a. To be the Point-of-contact for all coaching and mentoring activities in the RNLA.
- b. To maintain all coaching courses documentation, ensuring it conforms with coaching policy and defence instructional techniques policy.
- d. Deliver elements of the RNLA induction programme and maintain its content.

ACCOUNTABILITY

3. RNLA HQ TT CA is Accountable to:

- a. RNLA HQ OPS for delivery of Roles and Responsibilities
- b. RNLA HQ TM for the delivery of required training and assessment
- c. First Reporting Officer is RNLA HQ TM.
- d. Second Reporting Officer is RNLA HQ OPS.

AUTHORITY

4. Line Management Responsibility. RNLA HQ TT CA is authorised to:

- a. Exercise functional authority in line with RNLA HQ TT QA & RNLA HQ TT CO-ORD.
- b. Exercise managerial authority over assisting coaching support.

5. Liaison and Correspondence.

- a. Liaise as necessary, both internally and externally, on matters related to primary and secondary tasks.
- b. Authorised to liaise directly with MOD Departments, other Command Establishments and Naval Base Authorities on matters within purpose.

PRINCIPAL TASKS

6. As the RNLA HQ TT CA:

- a. Manage assurance on all RNLA coaching franchises.
- b. Act as initial poc for all CMI matters.
- c. Report Monthly to RNLA HQ TM on coaching / mentoring activities.

SECONDARY TASKS

7. As the RNLA HQ TT CA:

- a. To facilitate internal / external meetings or workshops as directed by RNLA HQ TM.
- b. To identify opportunities in which the RNLA can grow its coaching culture.

COMPETENCIES

Civilian Driving License

CMI L3 & 5 Coaching.

DTTTv2

DTS

Training Design Course (DCTS)

Internal Validation Course (DCTS)

DSAT First Party Audit Course

STAFF TRAINING

The following training is deemed essential to fulfil the principal purpose and can be achieved once in post:

- a. RNLA Induction Training
- b. CMI practitioner & coordinator

RNLA HQ TM

Date

RNLA HQ TT CA

Date