

Business Leadership and Coaching Skills Diploma

Diploma Overview

The Leadership & Coaching Diploma is a comprehensive five-day development program designed to equip current and aspiring leaders with the essential leadership capabilities and coaching skills required to lead high-performing teams in today's dynamic business environment.

The program combines practical leadership principles with modern coaching methodologies to help participants enhance their ability to influence, motivate, develop, and empower others. During the first two days, participants will build a strong foundation in leadership, communication, emotional intelligence, team engagement, and strategic thinking. The following two days focus on coaching competencies, including active listening, powerful questioning, feedback, performance coaching, and the GROW coaching model. The final day is dedicated to intensive coaching role plays, and individualized feedback to ensure participants can confidently apply their learning in real workplace situations.

Through interactive exercises, case studies, self-assessments, group discussions, and coaching simulations, participants will develop the skills needed to become effective leaders who create a culture of accountability, engagement, continuous learning, and high performance.

Diploma Outline

Module 1 – Leadership Foundations

Learning Outcomes:

- The Evolution of Leadership
- Leadership Styles and Self-Assessment
- Emotional Intelligence for Leaders
- Building Trust and Credibility
- Communication and Influence Skills
- Psychological Safety and Team Engagement

Activities and exercises:

- Leadership style assessment
- Case studies
- Team communication exercises

Module 2 – Advanced Leadership Skills

Learning Outcomes:

- Strategic Thinking and Decision Making
- Leading Change and Innovation
- Coaching Leadership Style
- Delegation and Empowerment
- Managing Performance
- Leading High-Performing Teams

Activities and exercises:

- Delegation simulation
- Leadership challenge workshop
- Action planning

Module 3 – Coaching Fundamentals**Learning Outcomes:**

- What Coaching Is and Is Not
- Coaching Mindset
- Coaching Ethics and Competencies
- Building Trust and Rapport
- Active Listening
- Powerful Questioning

Activities and exercises:

- Listening triads
- Question lab
- Coach-or-not scenarios

Module 4 – Advanced Coaching Skills & Models**Learning Outcomes:**

- GROW Model
- Coaching for Performance
- Coaching for Development
- Feedback and Performance Coaching
- Coaching During Change and Conflict

Activities and exercises:

- Full coaching practice
- Feedback role plays
- Case-based coaching

Module 5 – Coaching Practicum, Role Plays & Assessment**Learning Outcomes:**

- Live Coaching Sessions
- Observed Role Plays
- Difficult Coaching Conversations
- Performance Improvement Coaching
- Personal Development Planning
- Final Assessment and Feedback

Activities and exercises:

- Individual coaching assessment
- Peer feedback

Diploma Objectives

By the end of this five-day diploma, participants will be able to:

1. Differentiate between leadership and management and understand the responsibilities of effective leaders.
2. Identify and apply various leadership styles based on team needs and organizational situations.
3. Demonstrate emotional intelligence to improve self-awareness, relationship management, and leadership effectiveness.
4. Communicate with clarity, confidence, and influence to inspire and engage team members.
5. Delegate responsibilities effectively while empowering employees and increasing accountability.
6. Apply strategic thinking and sound decision-making techniques to address business challenges.
7. Lead organizational change and support teams through transitions and uncertainty.
8. Understand the principles, ethics, and mindset of professional coaching.
9. Utilize active listening and powerful questioning techniques to facilitate employee development.
10. Apply structured coaching models, including the GROW Model, to improve individual and team performance.
11. Deliver constructive feedback and conduct effective coaching conversations.
12. Coach employees through performance challenges, career development opportunities, and change initiatives.
13. Create a coaching culture that supports continuous learning, growth, and organizational success.
14. Demonstrate practical coaching competence through role plays, observed coaching sessions, and performance assessments.
15. Develop a personal leadership and coaching action plan for implementation in the workplace.

Diploma who should attend

This diploma is suitable for line managers, intermediate-level learners, leaders, junior managers and supervisors with relevant professional experience.

Diploma Duration

5 weeks (Saturdays – Mornings) from 9:00AM to 4:00PM

Diploma Number of Hours

35 guided learning hours.

These hours may be recorded by delegates as part of their CPD activities, subject to the requirements of their relevant professional body.

Delegates remain responsible for claiming and recording their own CPD hours appropriately.

Diploma Language

English material/ bilingual lectures

Diploma Accreditation

This diploma has been approved by the CPD (Continuing Professional Development), United Kingdom

www.cpduk.co.uk

About CPD Certification Service

Established in 1996, the CPD Certification Service (UK) is a globally recognized accreditation body with members in over 100 countries. With more than 27 years of experience, CPD sets quality standards for professional development and training programs worldwide.

Diploma Certification

Upon successful completion of the diploma, delegates will receive a hard copy certificate issued by Top Business, featuring the CPD Certified symbol and reflecting 35 Guided Learning Hours.

Digital Certification Add-on (Optional)

As an optional added benefit, delegates may also obtain an individual CPD soft copy certificate issued directly by the CPD certification Service, subject to an additional fee of EGP 1,000 per participant.

The CPD soft copy certificate will be issued within 45 days from the diploma completion date.

Diploma Venue

Top Business premises: 17, Abdel Wahab Selim Elbeshry St. Sheraton Heliopolis, Cairo, Egypt.

Registration Policy

Participants are required to complete the registration form through:

www.topbusiness-hr.com/Course_Register or request the form via email at training@topbusiness-hr.com

An invoice will be issued upon receipt of the completed registration form.

Seats are confirmed only upon payment, subject to invoice validity and seat availability.

Diploma Fees & Payment Terms**Early Bird Fee**

Participants who complete full payment at least 15 working days before the diploma start date will benefit from a discounted fee of EGP 14,500 per participant.

Standard Fee

The standard fee is EGP 16,000 per participant, payable in two installments:

- 50% advance payment due up to 10 working days before the diploma start date
- 50% remaining balance due up to 3 working days before Module 4

Registration Confirmation

Registration is confirmed only upon receipt of payment.

Payment Method

Full payment or installment by cheque payable to Top Business, cash payment at our premises, bank transfer or InstaPay.

General Notes

- Diploma fees include material (Soft Copy), coffee break, and a hard copy certificate issued by Top Business, featuring the CPD Certified symbol.

Cancellation & Refund Policy

- All cancellations must be submitted in writing via email.
- Full refund applies for cancellations received more than 10 working days before the diploma start date.
- 15% of the total fees will be deducted for cancellations received from 10 to 5 working days before the start date.
- Cancellations received less than 5 working days before the start date, or no-shows, are non-refundable.

Top Business reserves the right to reschedule or cancel the diploma. In such cases, participants may choose either a full refund or transfer to a future round of the diploma.

Registration Deadline

One week before the diploma date.

For Registration & Inquiries

T. +2 02 226 871 44 / +2 02 226 871 45, Ext. 440/1

M. +2 010 229 20 433

training@topbusiness-hr.com

www.topbusiness-hr.com