CINPAA | INTERNATIONAL COOPERATIVE FOR TRAINING & CONSULTING

سينبا | التعاونية الدولية للتدريب والاستشارات



Training programme:

Certified Training and Career Development Specialist

Delivered in several cities and dates

OUR INTERNATIONAL PARTNERS:

ISDE Law Business School High Performance Education
Higher Institute of Law and Business (ISDE)

Professional Development Institute
Professional Development Institute

Universidad Camilo José Cela
Camilo José Cela University

SEK EDUCATION GROUP

ISO 29993:2017 Learning services for non-formal education and training

ISO 9001:2015

Certified Training and Career Development Specialist

About the programme:

Introduction Training and career development are key-points of HR functions. Most organisations look at training and development as an integral part of the human resource development activity. The turn of the century has seen increas ed focus on the same in organisations globally. Many organisations have mandated training hours per year for employees keeping in consideration the fact that technology is deskilling the employees at a very fast rate. Objectives By attending this programme you will explore the ways in which the Training & Career Development functions can support the organisations

Objectives:

Developing participants' skills, knowledge, values and professional approaches in:

a. By attending this programme you will explore the ways in which the Training & Career Development functions can support the organisations Business Plan. You and your organisation will benefit by you being able to:

b. Set clear Mission, Vision, Values

c. Develop a Strategic T&D Plan

d. Explore ways in which the T&D function can provide support and ensure best value from training interventions

e. Provide an internal consultancy service

f. Measure results and evaluate interventions

g. Analyse costs and benefits and discuss return on investment

h. Influence and persuade others of the added value of T&D through marketing.

Target audience:

a. Training managers designing workforce development programmes.

b. Learning and development specialists.

c. Career development and talent management officers.

Daily programme:

• Day 1: Training and career development in the organisation

a. The role of training and career development in supporting the business plan

b. Setting a clear mission, vision and values for the training function

c. Informal versus formal and self-directed versus other-directed training

d. Movements in organisational learning and examples of workplace programmes

e. Workshop: writing mission, vision and values statements for a training department

f. Day output: training function mission, vision and values

• Day 2: Learning activities and transfer of training

a. Types of activities for learning and development and when to use each

b. How to ensure the transfer of training to the workplace

c. Practical ways to enrich learning and development activities

d. Forms of development for leaders, managers, supervisors and teams

e. Case study: analysing why a well-rated course produced no change in workplace practice

f. Day output: transfer-of-training plan for one programme

• Day 3: Systematic training design

a. Training needs assessment: from identified needs to training goals

b. Designing training plans and writing measurable learning objectives

c. Developing training activities and materials for different audiences

d. Implementing training and conducting sessions with learners

e. Workshop: converting a needs assessment into a training plan with learning objectives

f. Day output: strategic training and development plan outline

• Day 4: The performance consultant role

a. What performance consulting is and the benefits it brings

b. The consulting continuum and enhanced roles for the trainer

c. Trainer, consultant and change agent roles compared

d. Performance consulting skills inventory and personal development needs

e. Workshop: completing a performance consulting skills inventory and comparing roles

f. Day output: personal consulting skills profile

• Day 5: Consulting process, evaluation and the value of training

a. The eight-step consulting process and contracting for results

b. Evaluating training results and analysing return on investment

c. Managing the transition from training provider to internal consultant

d. Marketing the added value of training and development to decision-makers

e. Case study: calculating the costs and benefits of a training intervention

f. Day output: evaluation and value-for-money summary for one intervention

Training methods and certificates:

Our programmes are built on modern pedagogy that combines theoretical knowledge with practical application, in line with participants' needs and the demands of the workplace. Methods include:

- **Interactive workshops:** analysis of real data and group discussions that strengthen practical understanding.
- **Case studies:** examples from international organisations that highlight real successes and challenges.
- **Realistic simulations:** participants train through professional scenarios that mirror real situations requiring decisions and situation management.
- **Advanced tools and technologies:** hands-on practice with up-to-date training software and tools suited to each field.

Certificates:

On successful completion, participants receive a certificate issued by CINPAA, a training institute officially registered in the European Union, Spain and the United Kingdom.

CINPAA - Cooperative International for Training and Consulting

Our programmes are delivered within academic and professional partnerships, cooperation agreements and memoranda of understanding with a number of academic and professional institutions, including:

- **Camilo José Cela University - Spain**
- **ISDE - Law & Business School - International**
- **Professional Development Institute - United Kingdom**

These partnerships aim to exchange expertise, develop training content and raise programme quality in line with international best practice.

Kind regards,
International Programmes Department
"CINPAA" INTERNATIONAL COOPERATIVE FOR TRAINING & CONSULTING

Course details and registration

Course Details | Registration

Programme	**Certified Training and Career Development Specialist**	Course Title
Language	**English**	Course Language
Duration	**5 days**	Duration
Venue	**Several cities and dates – see the table below**	Venue
Financial offer	**Sent separately, according to the number of participants and the delivery conditions.**	Financial Offer

Registration and confirmation:

To register, please use one of the following:

a. Complete the programme request form on our website.

b. Or send an email from your training department.

c. Or a nomination letter from your organisation.

Send your confirmation by:

Email	info@cinpaa.org
WhatsApp	+34 635 867 686

Our team is ready to advise on accommodation and logistics before and during your stay.

Planned programme dates:

City	Dates
Cairo, Egypt	30 Nov - 04 Dec 2026
Cairo, Egypt	11 - 15 Jan 2027
Madrid, Spain	12 - 16 Apr 2027
Barcelona, Spain	12 - 16 Jul 2027
London, United Kingdom	11 - 15 Oct 2027

The programme can be delivered in other cities and on other dates to suit your organisation, at the length you need. The cities are listed on the last page.

سينبا التعاونية الدولية للتدريب والاستشارات | CINPAA – International Cooperative for Training & Consulting

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Scan to save our contact

Cities where we deliver our programmes:

This programme can be delivered in any of the following cities, and elsewhere on request.

Albania Tirana, Saranda	**Australia** Sydney	**Austria** Vienna, Hallstatt, Salzburg / Zell am See	**Azerbaijan** Baku
Bahrain Manama	**Belgium** Brussels, Bruges	**Bosnia and Herzegovina** Sarajevo	**Canada** Toronto, Montreal
China Hong Kong, Shanghai, Beijing, Guangzhou	**Croatia** Dubrovnik	**Cyprus** Nicosia, Limassol, Larnaca	**Czech Republic** Prague
Egypt Cairo, Sharm El Sheikh, Alexandria, Hurghada	**France** Paris	**Georgia** Tbilisi, Batumi	**Germany** Munich, Berlin, Düsseldorf, Frankfurt
Greece Athens, Rhodes	**Hungary** Budapest	**Indonesia** Bali, Jakarta	**Ireland** Dublin
Italy Rome, Florence, Milan, Venice, Como	**Japan** Tokyo	**Jordan** Amman, Aqaba	**Kuwait** Kuwait City
Malaysia Kuala Lumpur	**Maldives** Maldives	**Mauritius** Mauritius	**Montenegro** Budva, Kotor
Morocco Casablanca, Marrakech, Tangier, Rabat	**Netherlands** Amsterdam	**Oman** Muscat, Salalah	**Philippines** Manila
Poland Krakow, Warsaw	**Portugal** Lisbon, Porto	**Qatar** Doha	**Russia** Moscow
Saudi Arabia Riyadh, Jeddah, Dammam	**Serbia** Belgrade	**Slovenia** Ljubljana	**South Korea** Seoul
Spain Madrid, Barcelona, Valencia, Alicante, Benidorm, Malaga / Marbella, San Sebastian, Granada, Cordoba, Canary Islands, Seville, Bilbao	**Switzerland** Geneva, Luzern, Zurich, Interlaken, Zermatt, Lugano	**Thailand** Bangkok, Phuket	**Tunisia** Tunis
Turkey Istanbul, Antalya, Trabzon, Bursa, Izmir, Bodrum, Antakya (Hatay)	**United Arab Emirates** Dubai, Abu Dhabi	**United Kingdom** London, Edinburgh, Manchester, Birmingham	**United States** Miami, New York, Los Angeles, Washington