CINPAA | INTERNATIONAL COOPERATIVE FOR TRAINING & CONSULTING

سينبا | التعاونية الدولية للتدريب والاستشارات



Training programme:

TEAM MANAGEMENT AND LEADERSHIP SKILLS

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

TEAM MANAGEMENT AND LEADERSHIP SKILLS

About the programme:

Introduction: Linking practical leadership theories to dynamic team leading, this course comes to life by working through practical challenges and managing the reality of getting the best from a wide variety of people who need to work together. This course covers the essential skills and personal qualities that will produce highly effective leaders. Delegates will discover practical and straightforward ways to lead, organise and motivate in order to achieve outstanding performance and results. Delegates will complete a Belbin Team Role questionnaire and receive a book for use back in the

Objectives:

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

a. Identify the key skills and characteristics of successful leaders and team managers.

b. Demonstrate flexibility across the leadership styles and develop personal strategies for enhancing the effectiveness of your team.

c. Develop your team's strengths.

d. Manage different personalities and encourage mutual respect and cooperation from all team members.

e. Manage effective team meetings and briefings and carry out delegation duties assertively.

f. Resolve conflict and deal with difficult people and situations confidently and positively.

g. Create and maintain an ongoing action plan for continuous improvement of the team and your individual management and leadership skills.

Target audience:

a. Team leaders with day-to-day people management duties.

b. Departmental supervisors coordinating shared work.

c. Project managers leading multidisciplinary teams.

Daily programme:

• Day 1: The role of the leader and personal leadership style

a. The role and characteristics of successful leaders and team managers

b. Recognising and reviewing your personal style of leadership

c. Assessing key leadership skills and flexing across different leadership styles

d. Managing the expectations of the team from the first days in the role

e. Workshop: leadership style self-assessment followed by structured peer feedback

f. Day output: personal leadership profile with priority skills

• Day 2: Building an effective team

a. Traits of an effective team and the key techniques for competent team working

b. Distinguishing team roles and responsibilities and making accountability clear

c. Recognising and managing the different personalities within a team

d. Encouraging mutual respect and cooperation and identifying team strengths

e. Case study: diagnosing a team with overlapping roles and low cooperation

f. Day output: map of team roles, strengths and development areas

• Day 3: Motivating the team to achieve results

a. Setting a clear direction and translating objectives into team targets

b. Keeping the team on target through regular reviews and constructive feedback

c. Providing support and recognition that sustain motivation over time

d. Delegating assertively and following up without micromanaging

e. Workshop: drafting team targets and a delegation plan for the next quarter

f. Day output: team target sheet and delegation plan

• Day 4: Communication, meetings and conflict

a. Running assertive team briefings and effective, well-structured meetings

b. Dealing with difficult people and situations confidently and positively

c. Handling conflict within the team and promoting cooperative team behaviour

d. Keeping communication channels open in hybrid and distributed teams

e. Workshop: role play: resolving a conflict between two team members

f. Day output: meeting structure and conflict handling guide

• Day 5: Problem solving, decision making and empowerment

a. Problem solving and decision making as a shared team responsibility

b. Structured problem-solving steps: defining the problem, finding causes and testing options

c. Group decision methods: consensus, consultation or leader decision, and when each fits

d. Empowering the team and building ownership of results

e. Workshop: running a structured team problem-solving session on a real operational issue

f. Day output: team decision protocol showing who decides, who is consulted and who is informed

• Day 6: Developing individuals and the continuous improvement plan

a. Developing individual skills through coaching and on-the-job learning

b. Building on team strengths and closing the development areas identified during the course

c. Creating personal and team development plans for continuous improvement

d. Reviewing progress against the plan and keeping team development on the agenda

e. Case study: planning development actions for a team after a performance review

f. Day output: personal and team development action plan

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	**TEAM MANAGEMENT AND LEADERSHIP SKILLS**	Course Title
Language	**English**	Course Language
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
London, United Kingdom	20 - 25 Dec 2026
London, United Kingdom	03 - 08 Jan 2027
Cairo, Egypt	04 - 09 Apr 2027
Madrid, Spain	04 - 09 Jul 2027
Barcelona, Spain	03 - 08 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