

# Living and working in Spain



## Target audience

Employees preparing for an assignment in Spain and their partners



## Prerequisite

No prerequisite



## Objectives

This seminar aims at significantly improving the ability of the participants to **meet the challenges of living and working abroad**. The objective is to enable them to identify the stumbling blocks that lie ahead and to be able to adapt and integrate in Spain. At the end of this training, participants will have acquired insights and techniques to:

- Be aware of their own cultural baggage
- Understand Spanish context and culture
- Analyse situations in which misunderstandings may arise and identify ways of communicating more effectively
- Reduce and manage the symptoms of culture shock
- Understand Spanish mindset, work practices, decision-making processes and negotiating styles
- Strike the right balance between personal et professional lives



## Added value

- Create your Cultural Profile
- Access to 70 Country Packs
- Pragmatic, fun e-learning
- Interactive method
- Acquire operational tools



## Corporate Training Solutions

Duration: to define.

You wish to organise a specific training course ?  
Contact us !

## PROGRAMME OUTLINE

### MODULE 1 : SUCCESSFUL PERSONNAL INTEGRATION IN SPAIN

#### 1. Cross-cultural awareness : the key to a successful expatriation

- Taking stock of one's own cultural baggage
- Culture shock and the integration process
- Identifying and going beyond cultural stereotypes

#### 2. Key aspects of Spanish culture

- A diverse and multilingual country
- Regional identity: a kingdom with 17 "autonomías"
- A proud cultural and artistic heritage
- The prestige and problems of Spanish history. A vibrant economy
- The educational system

#### 3. Spanish values and behaviour patterns

- A catholic and family-oriented tradition: forthrightness and honesty
- Men and women: separate roles
- The importance of status, pride and honour
- The Spanish paradox: when self expression meets propriety
- A community spirit: a love of festivities and conviviality
- Attitudes to risk and uncertainty
- A notion of time adapted to the environment

#### 4. Practical day-to-day information

- Focus on the host town or city
- Transport, administration, housing, security, hygiene and healthcare
- Social life, leisure activities
- Learning the language
- Schools, extracurricular activities, sport

### MODULE 2 : SUCCESSFUL PROFESSIONNAL INTEGRATION IN SPAIN

#### 1. The Spanish corporate world

- The notion of good manners in Spanish companies
- The vital role of the manager: a team spirit
- The importance attached to individual ambition
- The market, employment, turnover
- The role of the state and of the authorities

#### 2. Effective communication with the Spanish

- Castilians and Catalans... the many faces of the Spanish nation
- The role of the interpreter
- Words and gestures: explicit statements, formality and familiarity
- Social and professional networks

#### 3. Working with Spanish teams

- Effective management: authority, simplicity and compassion
- A healthy social instinct, adapting to the pace of others
- Motivation and praise: rewards and opportunities
- Conflict resolution: forthrightness and respect

#### 4. Successful meetings and negotiations with the Spanish

- Punctuality, discipline, appearance
- Ensuring personal credibility: earning respect
- An ability to see the bigger picture and a willingness to listen
- Building loyalty in partnerships

#### 5. Final handy tips

- Caution, patience and humility
- Social standards, gifts, business cards, dress code, etc
- Sensitive subjects: politics, history, religion