



Management
Centre Europe®

Open Training Programmes July 2020

Brussels, Amsterdam, Frankfurt, Basel

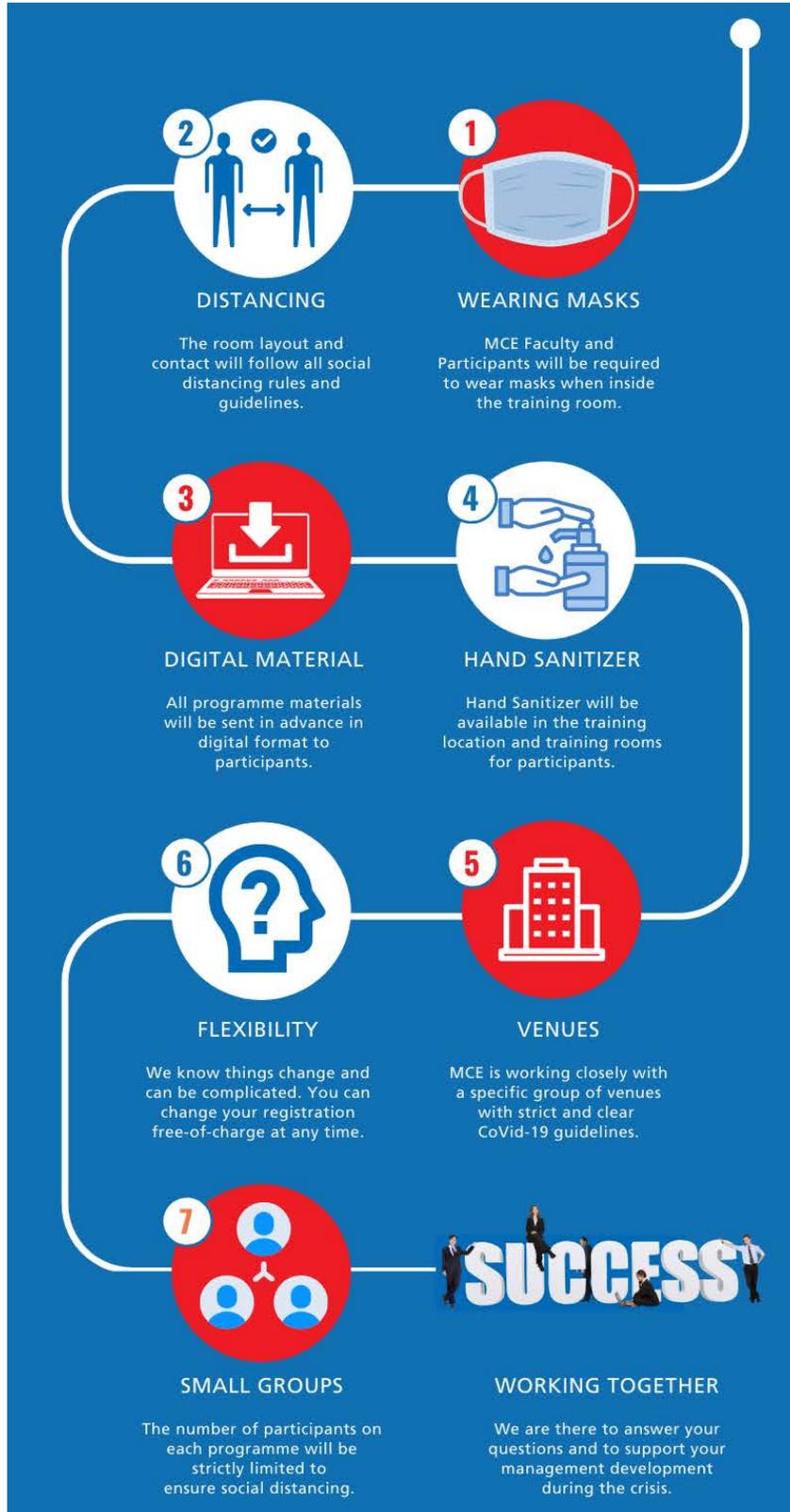


The Leading International
Management Development provider
in Europe, Middle East and Africa.

MCE supporting you during the CoVid-19 crisis.

Your health and safety are very important to us. We have taken the following measures to ensure that all face-to-face programmes follow the recommended guidelines.

Updated June 2020



For full information: www.mce.eu/summer-2020



5-Day Mini MBA

→ Become a great “all-round manager” with the 5-day Mini MBA of MCE. Develop your management skills in Leadership, Strategy, Business Finance, Marketing & Supply Chain with practical challenges and an applied Business Simulation.

Learn & Practise

After participating in this programme, you will be able to:

- Understand how a company really works – from the perspective of each business department
- Develop strategic thinking, planning and execution skills using the best tools and frameworks
- Lead and align your stakeholders to deliver your divisional, functional or organizational strategy
- Speak the language of business and understand how general managers think and act
- Support strategic goals from top management, translate and implement them for your area
- Network and learn from a diverse group of peers from different functions, industries and countries
- Develop a personal action plan to implement back at work
- Practise new skills using real-business-world examples and exercises over 5 interactive days

Skills & Competencies

- Business acumen (strategy, finance, marketing, supply chain)
- Leadership & general management
- Analytical thinking
- Global outlook

Typical Participants

The MCE’s 5 Day Mini MBA is the perfect programme for managers who want to boost their career and become a great “All-Round Manager”.

Typical participants are managers with technical, scientific or specialist backgrounds e.g. production engineers, R&D engineers, finance managers, sales executives, marketing specialists, logistics managers, etc. or managers & department heads who need to refresh and develop their business knowledge to support their future career. This is an intensive and challenging programme, so be prepared for the challenge!

PMI Certified

This programme has been reviewed and approved by the Project Management Institute® (PMI).



More information at www.mce.eu/pmi

July 2020

Frankfurt: 13-17 July 2020
Amsterdam 13-17 July 2020
Brussels: 27-31 July 2020

5 days 

€3,950 

This programme is delivered in **English** 

Register Now

 +32 (0)2 543 21 20
 www.mce.eu
 info@mce.eu

Experience Level

×	AP	Admin Professionals
×	IC	Individual Contributors
✓	SV	Supervisors
✓	NM	New Managers
✓	M	Managers
×	S	Senior Managers

Also Available as

 In Company



Mini MBA

5-Day Mini MBA for the Pharma and Biotech Industry

Gain a better understanding of the Pharmaceutical / Biotechnology business contexts. Develop the skills you need in leadership, marketing, strategy and value proposition to excel as a high-performance manager in the Healthcare Industry.

Learn & Practise

After participating in this programme, you will be able to:

- Translate changes in the healthcare environment into competitive strategies
- Understand how the different business areas really work together
- Gain deeper understanding of broader financial and strategic contexts
- Support strategic goals from top management and implement them faster and more effectively
- Align your team or group to concentrate on customer value through cross-functional improvements
- Increase your business know-how with the best management methods and tools
- Make better business decisions and improve your contribution to the business
- Network and learn with a diverse group of peers from different companies and countries
- Develop a personalised action plan that you will take back with you to your job
- Practise new skills using real-business-world examples and exercises over 5 interactive days

Skills & Competencies

- Business acumen (strategy, finance, marketing)
- Leadership & general management
- Analytical thinking
- Global outlook of the pharmaceutical industry

Typical Participants

If you are a manager or an expert who wants to master complexity and understand cross-functional issues in the pharma or biotech industry, this programme is for you.

July 2020

Basel: 27-31 July 2020

5 days

€3,950

This programme is delivered in **English**

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✓	M	Managers
×	S	Senior Managers

“It helped me to see through lenses of different stakeholders, customers, to consider different perspectives and to understand how to navigate decision makings or to deal with conflicts of interest.

— **Thomas Pongratz, Boehringer Ingelheim Pharma GmbH & Co. KG, Germany**



Successfully Managing People

Get all the skills you need to become a great people manager. Learn to motivate, delegate, manage conflict and align your whole team around a common vision to achieve your objectives and those of your company.



Learn & Practise

After participating in this programme, you will be able to:

- Motivate every member of your team—even if they are very different
- Adjust your management and personal style to suit different situations
- Resolve conflict more effectively in a wide variety of situations
- Get more done by using the best delegation techniques
- Increase your confidence and nurture your leadership skills
- Use positive and corrective feedback to turn unengaged employees around and maximize productivity
- Network and learn from a diverse group of peers from different functions, industries and countries
- Develop a personal action plan to implement back at work
- Practise new skills using real-business-world examples and exercises over 3 interactive days



Skills & Competencies

- People management
- Motivation, delegation, and conflict management
- General management



Typical Participants

If you are a manager with 1 to 3 years of experience, whose success depends on managing people successfully through clear communication, a cooperative attitude and commitment to shared goals, this programme is for you. Some of the management positions that usually attend this programme are:

- First Line Managers
- Team Managers

PMI Certified

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July 2020

Frankfurt 27-29 July 2020
Amsterdam 27-29 July 2020
Brussels 27-29 July 2020

3 days

€2,950

This programme is delivered in **English** and **French**

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Experience Level

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✓	NM	New Managers
✓	M	Managers
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Also Available as

In Company

“Very good balance of topics, direct usefulness for all “styles” of middle managers, great ability of the coach to bring messages across in understandable and useful ways.

— **Arnaud De Wael, EPO**



Management Skills for New Managers

Are you ready start your management career? Learn to build your team and leverage people's capabilities. Develop the management skills that will help you move from being an individual contributor to a well-respected manager who can achieve team success and drive bottom-line performance.

Learn & Practise

After participating in this programme, you will be able to:

- Fully understand your management roles and responsibilities
- Improve communication with your team and set expectations for yourself and your direct reports
- Adapt your leadership style to meet the needs of individual team members
- Communicate organizational goals that get results
- Apply delegation strategies to increase productivity and motivation
- Use effective coaching techniques to maximise your team's performance
- Network and learn from a diverse group of peers from different functions, industries and countries
- Develop a personal action plan to implement back at work
- Practise new skills using real-business-world examples and exercises over 3 interactive days

Skills & Competencies

- General management
- People management
- Communication as a manager

Typical Participants

If you are a newly appointed manager, or have 1 to 2 years of experience, and want to improve your management skills, this programme is for you. Some of the management positions that usually attend this management programme are:

- Newly appointed Managers in the different business units and departments (Sales, Marketing, Operations, Accounting & Finance, HR)

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More information at www.mce.eu/pmi

"This truly was an informative and "eye-opening" course. Not only did it teach me essentials of how to be a manager, it made me think about the type of manager that I would like to be. Truly inspirational.

— **Tulia C**

July 2020

Brussels: 13-15 July 2020
Amsterdam: 13-15 July 2020

3 days

€1,950

This programme is delivered in **English and French**



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Communication Skills

Communicating Up, Down and Across the Organization

Build the right communication skills to be able to modify your communication style and connect with colleagues at work. Learn and use specific techniques to bring across new ideas to senior managers and influence your colleagues to support your proposal and projects.

Learn & Practise

After participating in this programme, you will be able to:

- Analyse your audiences and different situations to plan your message
- Create processes to frame your message to specific audiences
- Apply strategies to influence and motivate others throughout the organization
- Understand how your communication impacts how influential you can be
- Exhibit a strong sense of self-confidence with your peers, direct reports and managers
- Network and learn from a diverse group of peers from different functions, industries and countries
- Develop a personal action plan to implement back at work
- Practise new skills using real-business-world examples and exercises over 2 interactive days

Skills & Competencies

- Communicate using different styles and registers
- Persuasion and influence
- Interpersonal effectiveness

Typical Participants

If you are a business professional who wants to be a strong, passionate and effective communicator that can speak to a variety of audiences across organizational boundaries, this programme is for you.

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More information at www.mce.eu/pmi



July 2020

Frankfurt: 13-14 July 2020

2 days

€1,950

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- ✓ M Managers
- × S Senior Managers

Also Available as

- ⚙ In Company

“The instructor had excellent energy and was very engaging. He taught us a variety of tools and techniques to use in business communication that I am sure will be useful.”

— Katarina T



Executive Assistants & Administrative Professionals

Management Skills for Administrative Professionals

Enhance your performance with management and self-leadership skills. Get better at setting your own administrative priorities, improve your ability to communicate clearly and negotiate with colleagues, and learn to innovate in your role.

Learn & Practise

After participating in this programme, you will be able to:

- Manage changing roles and responsibilities whether working with bosses, peers, team members or customers
- Meet dynamic work expectations by expanding your proactive capabilities
- Clearly and confidently communicate and negotiate to manage conflicts and achieve results
- Apply emotional intelligence and effective listening practices to your job
- Use strategic diplomacy to handle office politics, difficult people and demanding situations
- Network and learn from a diverse group of peers from different functions, industries and countries
- Develop a personal action plan to implement back at work
- Practise new skills using real-business-world examples and exercises over 3 interactive days

Skills & Competencies

- Self-leadership & management
- Effective communication
- Time management
- Innovation and initiative

Typical Participants

If you are an experienced administrative professional who needs to expand your management skills, so you can better support your organization and enhance your contribution to your company and your career, this programme is for you.

July 2020

Frankfurt: 27-29 July 2020

3 days

€2,450

This programme is delivered in **English**



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Experience Level

✓ AP	Admin Professionals
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Also Available as

- * In Company

→ **Key Facts**

About MCE



400,000

Participants on MCE training programmes since 1961



59 years

Providing Learning & Development (L&D) services in the EMEA region



1,700

Client companies which we have worked with delivering customized & in company learning solutions



6,200

In Company Training Solutions delivered in more than 94 countries



50+

Open Training Programmes running throughout the EMEA region



10,000

Managers & Leaders inspired by MCE's management development solutions each year



Contact us Today