



Management
Centre Europe®

The choice is
yours...



**Barcelona
London
Vienna**

Summer Schedule

Barcelona	5-Day Mini MBA	22-26 Aug
	Advanced Leadership Programme	22-25 Aug
	Communicating Up, Down and Across the Organization	22-23 Aug
	Developing Personal Influence and Impact	22-25 Aug
	Essentials of Management	22-23 Aug
	The Voice of Leadership	22-24 Aug
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London	Successfully Managing People	22-24 Aug
	Project Management Excellence	22-26 Aug
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Vienna	Managing People in an International Environment	22-25 Aug
	Strategic Leadership for Senior Managers	22-25 Aug

European Destinations



Barcelona, *Spain*

It's architecture and art, give Barcelona the reputation as one of the most attractive cities in Europe. The city's cosmopolitan and international vibe makes it a favourite city for visiting and training programmes.

London, *United Kingdom*

The capital of the United Kingdom is a thriving multicultural metropolis. The contrast between the spectacular historic sights, the grind of a big city, and the lively cultural and foodie scene makes London an interesting and exciting destination.



Vienna, *Austria*

The hometown of Freud, Mozart, and Beethoven is a fantastic location for a short trip. Its rich history, remarkable palaces, and dynamic history make the Austrian capital the perfect place to explore.

FAQs

When will my MCE Open Programme be “confirmed to run”?

- Many programmes are confirmed months in advance, but at the latest programmes are confirmed 4 weeks before the starting date. This information is available on the MCE Website and is updated every Monday morning.

What are the training timings and are there any breaks during the day?

- All MCE training programmes are scheduled from 9:00am to 5:00pm each day. There is a lunch break at 12:30pm of 1 hour and coffee breaks.
- You can plan to finish each day at 5:00pm (except for the last day of the training, that you will finish at 16.00)

Who will be delivering the training programme? Are they experts?

- Yes, all MCE Facilitators are experienced business people with more than 15 years corporate experience. They are experts and understand your business issues.

Do you provide any visa support?

- Yes, MCE will provide you with a Visa Letter to support your application to the Embassy. You will be able to download your visa application letter on the MyMCE platform

Will I receive a Certificate after attending the programme?

- Yes you will receive an MCE Certificate if you have attended all the days on the programme. If you miss some of the classes, you will not be eligible for the Certificate.

Is lunch included?

- Yes lunch is included each day. Depending on the training venue, there will be a buffet or 3-course meal. There are various choices available and there is always a Halal option available. If you have special dietary requirements please let us know in advance (e.g. dairy intolerance etc.)

For all your other questions you can visit the FREQUENTLY ASKED QUESTIONS page on the MCE website.



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.

Competencies & Skills

- 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.

Programme Content

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 in this interactive programme

Experience Level

- ✗ Admin Professionals
- ✓ Individual Contributors
- ✓ Supervisors
- ✓ New Managers
- ✓ Managers
- ✗ Senior Managers

Also Available as

- ✳ In Company

PMI Certified

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

More information at www.mce.eu/pmi



Practical Details



Face to Face



2 days



€1,950



This programme is delivered in English

22/08 - 23/08
Barcelona

Register at
www.mce.eu

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

Visit MCE.eu for the latest dates & locations



Developing Personal Influence and Impact

Develop the influencing skills you need to get other people in the company to support your goals and objectives. Work through internal politics and get the resources you need to succeed. Get all stakeholders on board including peers, your team and senior management.

Competencies & Skills

- Persuasion and influence
- Self-confidence
- Interpersonal effectiveness

Typical Participants

If influencing is an important part of your role and you need to exert it in your contacts with a wide range of colleagues across different areas of the organization, this programme is for you. Some of the typical participants that usually attend to this programme are:

- Managers of teams, departments or functions in international organizations or companies.

Programme Content

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

- Influence the people you need to get your project done and to meet your goals and objectives
- Manage internal politics and difficult people and overcome resistance
- Project a stronger, more confident and professional image so that others will listen to you
- Build, manage and leverage a personal network of colleagues
- Apply a wider range of high impact influencing strategies to get what you need, regardless of your position or level of authority
- Network and learn with a diverse group of peers from different functions, industries and countries in a very stimulating and international environment
- Develop a personal action plan to implement back at work
- Practise new skills using real business world examples and exercises over 4 interactive days

Experience Level

- ✓ Admin Professionals
- ✓ Individual Contributors
- ✓ Supervisors
- ✓ New Managers
- ✓ Managers
- ✗ Senior Managers

Also Available as

- ✳ In Company

PMI Certified

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Practical Details



Face to Face



4 days



€3,750



This programme is delivered in English

22/08 - 25/08

Barcelona

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Essentials of Management

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.

Competencies & Skills

- Communication with your team
- Delegation strategies
- Coach your team members
- Communicate organizational goals

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)

Programme Content

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 in this interactive programme

Experience Level

- × Admin Professionals
- × Individual Contributors
- × Supervisors
- ✓ **New Managers**
- × Managers
- × Senior Managers

Also Available as

- ✦ In Company

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Practical Details



Face to Face



2 days



€1,950



This programme is delivered in English

22/08 - 23/08

Barcelona

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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.

Competencies & Skills

- Motivation, delegation and giving feedback
- Managing conflicts
- Develop your management skills

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

Programme Content

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 in this interactive programme

Experience Level

- ✗ Admin Professionals
- ✗ Individual Contributors
- ✓ Supervisors
- ✓ New Managers
- ✓ Managers
- ✗ Senior Managers

Also Available as

- ⚙ In Company

PMI Certified

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Practical Details



Face to Face



3 days



€2,950



This programme is delivered in English

22/08 - 24/08

London

Register at www.mce.eu

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

Visit MCE.eu for the latest dates & locations



Managing People in an International Environment

Develop your people management skills to manage multicultural teams in international companies. Learn to attract, motivate and retain the best talent in the current knowledge economy with high levels of motivation and efficiency.

Competencies & Skills

- Delegation techniques
- Performance reviews across cultures
- Coaching techniques
- People management skills in an international team

Typical Participants

If you are a manager in an international organization with more than 3 years' experience, and want to gain an insight into what motivates people from different cultural backgrounds, this programme is for you.

Programme Content

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

- Adapt your management style to the cultural diversity of your team
- Use effective delegation techniques to adjust to the different cultural differences of your team
- Set goals in an international environment and make sure all your team members are aligned around the overall goal of your team
- Conduct effective performance reviews taking into consideration the different cultural backgrounds
- Understand coaching processes and use new techniques to coach people in your team
- 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 4 interactive days

Experience Level

- × Admin Professionals
- × Individual Contributors
- × Supervisors
- × New Managers
- ✓ Managers
- × Senior Managers

Also Available as

- ⚙ In Company

PMI Certified

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Practical Details



Face to Face



4 days



€3,950



This programme is delivered in English

22/08 - 25/08

Vienna

Register at www.mce.eu

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The Voice of Leadership: How Leaders Inspire, Influence and Achieve Results

Learn to develop grace under fire and inspire others when giving presentations and speeches. Strengthen your leadership communication skills to shape your message, develop an authentic leadership voice and engage in powerful conversations that achieve results.

Competencies & Skills

- Leadership (Your communication and style)
- Persuasion and influence
- Presentation and public speaking

Typical Participants

If you are an experienced manager, an executive, or somebody who is expected to provide leadership and wants to strengthen your communication skills as a leader, this programme is for you.

Programme Content

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

- Improve your leadership communication skills
- Build greater buy-in, trust and loyalty
- Demonstrate grace under fire and defuse tension
- Overcome resistance to change
- Motivate followers and inspire them to take action
- Rally support in difficult 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 in this interactive programme

Experience Level

- × Admin Professionals
- × Individual Contributors
- × Supervisors
- × New Managers
- ✓ Managers
- ✓ Senior Managers

Also Available as

- ⚙ In Company

PMI Certified

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Practical Details



Face to Face



3 days



€3,450



This programme is delivered in English

22/08 - 24/08
Barcelona

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Strategic Leadership for Senior Managers

Align your people, get their buy-in and know how to implement the strategy across the organization. Support and develop the attitudes and behaviours that contribute to successful execution.

Competencies & Skills

- Analytical thinking
- Business strategy processes
- Drive change and innovation
- Leadership

Typical Participants

If you are a senior executive or director who needs to lead change and strategy implementation within your company, this programme is for you. Whether you are making a strategic adjustment, a new change or a push for greater performance, this programme will help you align multiple levels, divisions and locations to achieve your strategic objectives.

Programme Content

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

- Lead strategy implementation and change
- Have a plan for aligning your company or division to deliver on your customer value proposition
- Get your people's understanding and buy-in so that they can see where they can contribute
- Assemble and develop the people with the skills and behaviours that move the strategy along
- Set meaningful KPIs and cascade goals to keep everyone focused on the strategy
- Streamline processes and structures to better enable your people to implement strategy
- 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 4 interactive days

Experience Level

- × Admin Professionals
- × Individual Contributors
- × Supervisors
- × New Managers
- × Managers
- ✓ Senior Managers

Also Available as

- ⚙ In Company

Practical Details



Face to Face



4 days



€4,450



This programme is delivered in English

22/08 - 25/08

Vienna

Register at
www.mce.eu

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Advanced Leadership Programme

Learn different leadership models, make several self-assessments, and receive 1-to-1 coaching to identify your personal leadership strengths, your development areas and build your own Leadership Brand.

Competencies & Skills

- Self-awareness as a leader
- Emotional intelligence
- Provide feedback

Typical Participants

If you have at least 3 years' experience leading and managing other managers and want to expand your leadership skills to face executive management challenges, this programme is for you. Some people might be considered by their organization as of 'high potential' and could be suitable for the Advanced Leadership Programme without direct management experience.

Programme Content

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

- Increase your own self-awareness
- Measure your impact on others
- Give and receive feedback
- Lead and adapt to change in a complex world
- Handle pressure and challenging situations with ease
- Provide feedback to employees and peers
- Adjust and enhance your 'work-life balance' using a Mind-Body-Spirit technique
- Build your own leadership approach with help from a personal coach 1:1
- 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 4 interactive days

Experience Level

- × Admin Professionals
- × Individual Contributors
- × Supervisors
- × New Managers
- × Managers
- ✓ Senior Managers

Also Available as

- ⚙ In Company

PMI Certified

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

More information at www.mce.eu/pmi



Practical Details



Face to Face



4 days



€5,250



This programme is delivered in English

22/08 - 28/08
Barcelona

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The 5-Day Mini MBA

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

Competencies & Skills

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

Typical Participants

The MCE 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.

Programme Content

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 in this interactive programme

Experience Level

- ✗ Admin Professionals
- ✓ Individual Contributors
- ✓ Supervisors
- ✓ New Managers
- ✓ Managers
- ✗ Senior Managers

Also Available as

- ⚙ In Company

PMI Certified

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

More information at www.mce.eu/pmi



Practical Details



Face to Face



5 days



€3,950



This programme is delivered in English

22/08 - 28/08
Barcelona

Register at
www.mce.eu

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Visit MCE.eu for the latest dates & locations



Project Management Excellence: The Complete Programme

Learn advanced project management techniques to lead teams in projects and communicate with stakeholders. Become proficient in identifying, quantifying, and planning projects, and know how is best to overcome delays, cost overruns, or quality problems.

Competencies & Skills

- Advanced project management
- Risk management
- Reporting and stakeholder management

Typical Participants

This programme is designed for project managers and project team leaders who have several years of experience initiating, planning and managing projects. It is also aimed at project team members who are interested in enhancing their career by preparing to become a certified PMP.

Programme Content

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

- Learn all aspects of project management from the perspective of the PMBOK Guide
- Acquire the prerequisite knowledge to enter a PMP Exam preparation
- Achieve competence in the 10 project management knowledge areas and 5 process groups
- Master the 47 competencies outlined in the PMBOK Guide
- Learn the techniques of documenting project risks, assumptions and constraints
- Identify and perform stakeholder analysis
- Develop a WBS and create a project charter
- 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

Experience Level

- ✗ Admin Professionals
- ✓ Individual Contributors
- ✓ Supervisors
- ✓ New Managers
- ✓ Managers
- ✗ Senior Managers

Also Available as

- ⚙ In Company

PMI Certified

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

More information at www.mce.eu/pmi



Practical Details



Face to Face



5 days



€3,950



This programme is delivered in English

22/08 - 26/08
London

Register at
www.mce.eu

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

Visit MCE.eu for the latest dates & locations

MCE - Key Figures

95 years

of globally recognized
expertise

10 million

participants in the past
10 years

92 %

of Fortune 1000
companies work with us

125 +

Nationalities on MCE
programmes

1000 +

experienced business
faculty globally

96 %

of participants report
they use what they learn

The logo for MCE, featuring the letters 'MCE' in a bold, white, sans-serif font. A small red triangle is positioned to the left of the 'M', pointing towards it.