

**MCE**

**GENEVA  
WEEKS**



# MCE Weeks

**5** Days 

**2** Topics 

**1** City 

MCE's weeks are designed to give you a great learning experience in a great location. Join us for 5 Days to develop your key management skills with MCE's experience business faculty.

**MCE weeks are available in:**

Amsterdam, Barcelona, Brussels, Dubai, Frankfurt, Geneva, Istanbul, London, Paris, Prague, and Vienna.

London  Amsterdam 

Brussels 

Paris 

Frankfurt 

Prague 

Vienna 

Geneva 

Barcelona 

Istanbul 

Dubai 

Check our website to see  
all the latest dates:  
[www.mce.eu/weeks](http://www.mce.eu/weeks)





# Essentials of Management & Project Management

## Module 1: Essentials of Management (2 days)

Get the key skills you need to manage and motivate, to delegate and to become a great all-round manager

### Key Competences

- Becoming a great manager
- Delegation strategies
- Coaching skills
- Communication skills
- Motivating your team
- Performance management

### Learn, Practice and Use

- Understand your management roles and responsibilities
- Improve communication with your team & set expectations for you and your direct reports
- Adapt your management 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 maximize your team's performance
- Recognize different types of work conversations
- Define the goals of performance management
- Understanding and using the conversational triangle in your management role
- Practice delegation discussion in role plays

## Module 2: Project Management Skills (3 days)

Build a solid foundation of project management knowledge, techniques and tools and boost your career

### Key Competences

- Project management skills
- Managing the workloads
- Change management
- Using key PM tools
- Managing resources & costs
- Risk management

### Learn, Practice and Use

- Ensure that your projects are set up for success from the start
- Learn the basics for effectively gathering and documenting requirements
- Understand the role of the project manager, business analyst, and others in managing projects
- Develop an integrated project plan including realistic scope, schedules, budgets, and risks—and turn that plan into successful action
- Learn how to effectively track and report on project progress
- Gain the respect of your project team and build credibility with top management
- Create a project communications plan
- Identify the elements of administrative and contractual project closure procedures
- Schedule the workloads for all the project team members
- Share your knowledge and challenges with your peers and MCE's highly experienced faculty

## Practical Information

**Duration: 5 Days**

**6 Mar - 10 Mar**

**€3,995**

[mce.eu/weeks](https://mce.eu/weeks) for dates, locations and full programme outline

# Managing People & Strategic Planning

## Module 1: Successfully Managing People (3 days)

Get the key skills to motivate teams, grow your emotional intelligence, delegate & manage conflict professionally

### Key Competences

- Motivation, delegation and giving feedback
- Managing conflicts
- People management skills
- Emotional intelligence
- Ethical leadership

### Learn, Practice and Use

- Motivate every member of your team—even if they are very different
- Adjust your management and personal style to the needs of different situations
- Resolve conflict more effectively in a wide variety of situations
- Get more done by using the best delegation techniques for each situation
- Turn difficult people and poor performers into team players
- Win the cooperation and trust from people in your organization
- Increase your confidence, management skills, and personal and professional satisfaction in your job by managing people successfully
- Use positive and corrective feedback to turn problem employees around and maximize productivity

## Module 2: Essentials of Strategic Planning (2 days)

Get the key skills you need to become a great strategic planner and make the right decisions for your company

### Key Competences

- Strategic planning skills
- Making strategic decisions
- Managing stakeholders
- Market segmentation skills
- Linking actions to strategy
- 7 strategic planning models

### Learn, Practice and Use

- Understand what strategy and strategic planning mean to an organization
- Learn key concepts and the language used by those involved in strategic planning
- Discover various approaches companies use to develop strategy
- Find out how strategy moves from concept through implementation to realization
- Recognize techniques companies use to assess their current and future environments
- Identify specific ways you can contribute to your organization's strategic success
- Link your specific role to the organizational strategy
- Determine key stakeholders in your company
- Learn and practice the 5 stages of a classic strategic planning framework
- Review the key stages of the strategic planning process
- Share your knowledge and challenges with your peers and MCE's highly experienced faculty

## Practical Information

**Duration: 5 Days**

**6 Mar - 10 Mar**

**€4,595**

[mce.eu/weeks](https://mce.eu/weeks) for dates, locations and full programme outline



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mce.eu



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