

MCE / *PARIS 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 

Check our website to see
all the latest dates:
www.mce.eu/weeks



Dubai 

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

22 May - 26 May

€3,995

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

12 Jun - 16 Jun

€4,595

mce.eu/weeks for dates, locations and full programme outline

Business Finance & Communication Skills

Module 1: Communicating Up, Down and Across the Organization (2 days)

Become a strong, passionate, and effective communicator with your colleagues, managers and senior management

Key Competences

- Communication skills
- Motivating your team
- Building self-confidence
- Influencing skills
- Developing your message
- Building trust & credibility

Learn, Practice and Use

- Analyse your audiences and different possible situations in advance
- Create simple processes to adapt your message to specific audiences
- Apply clear strategies to influence and motivate others throughout the organization
- Understand how communication can impact how much influence you have
- Exhibit a strong sense of self-confidence with your peers, direct reports and managers
- Practice skills for delivering messages that are clear, professional and effective
- Use different presentation formats to motivate, influence and inform
- Identify the best uses of communication technologies available today
- Develop messages that speak both to the mind and the heart

Module 2: Essentials of Business Finance (3 days)

Many managers are experts in their own areas, but haven't really had the time to learn about finance they need in their role

Key Competences

- Business finance
- Understanding financial ratios
- Cost analysis & profit planning
- Reviewing financial statements
- Effective budgeting
- Capital expenditure analysis

Learn, Practice and Use

- Get a better understanding of the numbers side of your job
- Learn how to "think finance" and use data to make better decisions
- Develop proactive working relationships with finance professionals
- Gain greater confidence with a working knowledge of business financials
- Understand the business dynamics of cash —and take initiatives that meet your team's, department's or company's short and long-term goals
- Take the guesswork out of your decision-making and use financial data to deliver a better bottom line
- Distinguish between capital expenditure budgets and operating budgets
- Understand the role of budgeting and issues that budgets can solve
- Share your knowledge and challenges with your peers and MCE's highly experienced faculty

Practical Information

Duration: 5 Days

7 Aug - 11 Aug

€3,995

mce.eu/weeks for dates, locations and full programme outline

Visit
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