

MCE

**PRAGUE
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

22 May - 26 May

€3,995

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

Leadership & Business Strategy

Module 1: Business Strategy & Planning for Managers (3 days)

Develop the best strategic plans to support your company's goals and future growth

Key Competences

- Strategic planning
- Strategic alignment
- Understanding mega patterns
- Strategy & finance
- Business planning
- Risk management

Learn, Practice and Use

- Identify strategic planning issues in order to develop a unique competitive advantage
- Learn key analytical and conceptual approaches
- Align your organization with your strategic planning goals by integrating strategy, objectives, metrics, and performance
- Identify evolving strategic patterns and generate ideas
- Incorporate customer needs into your strategic planning
- Use a case study to examine the strategic planning process in detail
- Recognize how the actions of customers, competitors, and your own company determine the outcomes in your markets
- Determine the best approach to effectively implement your strategic planning

Module 2: Preparing for Leadership (2 days)

Step into a new leadership role by discovering your unique leadership style to build a productive and motivated team

Key Competences

- Motivating your team
- Becoming a great leader
- Planning your role as a leader
- Building relationships
- Managing organizational politics

Learn, Practice and Use

- Understand what a leader is...and is not
- Discover your own unique leadership style and project a more dynamic image
- Determine which leadership attributes you already possess
- Apply lessons learned through leadership training to take on your first leadership position with greater confidence
- Get noticed by learning how to look and talk like a leader
- Find out what people expect and respect in a leader
- Apply lessons learned through leadership training to refine your skills in gaining and using power and influence positively
- Learn how to motivate a team, including "difficult people"
- Share your knowledge and challenges with your peers and MCE's highly experienced faculty

Practical Information

Duration: 5 Days

15 May - 19 May

€3,995

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

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