

# **MCE / WEEKS**



**Essentials of Management  
& Project Management**

**Managing People  
& Strategic Planning**

**Executive Leadership  
& Strategic Thinking**

**Business Finance  
& Communication Skills**

**Leadership  
& Business Strategy**

# 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 week 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



**Face-to-Face**

**5 days**

**€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



**Face-to-Face**

**5 days**

**€4,595**

# Executive Leadership & Strategic Thinking

## Module 1: Developing Executive Leadership (3 days)

Get the executive leadership skills you need to drive your team's performance and boost your own career

### Key Competences

- Executive leadership
- Coaching, communication and people management
- Decision-making
- Business strategy processes
- Inspiring your team

### Learn, Practice and Use

- Identify and begin to address your leadership challenges
- Analyse the results of your self-assessment strengths and development needs
- Relate the components of strategic leadership to your organization
- Assess your emotional intelligence and its impact on your leadership potential
- Understand and apply the concepts of strategic leadership
- Coach employees toward improved performance
- Discover your personal values and ethics and their influence on your leadership
- Identify and apply practices that influence motivation and engagement
- Assess the culture of your organization
- Create a personal development plan to bolster your executive performance

## Module 2: Strategic Thinking (2 days)

Develop your strategic mindset to increase the overall success of your strategic plans

### Key Competences

- Strategic thinking processes
- Understanding influences and relationships in your company
- Assessing your strategy
- Generating new ideas
- Embracing necessary risks

### Learn, Practice and Use

- Explore ways to challenge your assumptions and view your business in a new light
- Learn and apply different thinking methods to avoid groupthink
- Control reactive fixes to problems even in an uncertain business environment
- Generate new ideas and evaluate future scenarios before your competitors do
- Know when to embrace necessary risk, even if resources and information are limited
- Learn to create better short-term goals that support long-term strategy
- Compare and contrast strategic thinking to analytical thinking, critical thinking and inductive and deductive reasoning
- Recognize and use thinking skills that support imagining new ways of relating to your market and your customers
- Share your knowledge and challenges with your peers and MCE's highly experienced faculty

## Practical Information



**Face-to-Face**

**5 days**

**€4,995**



# 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



**Face-to-Face**

**5 days**

**€3,995**

# 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

 **Face-to-Face**

**5 days**

**€3,995**

Essentials of Management & Project Management						Duration: 5 Days	
MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
8-12 May (IST) 22-26 May (PAR) 22-26 May (PRA)	19-23 Jun (AMS)	3-7 Jul (LON) 31-4 Aug (BAR)				27-1 Dec (BAR)	4-8 Dec (LON)

Managing People & Strategic Planning						Duration: 5 Days	
MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
8-12 May (IST) 15-19 May (BAR)	12-16 Jun (PAR)	17-21 Jul (BAR)	7-11 Aug (LON)		2-6 Oct (DUB)		4-8 Dec (LON)

Executive Leadership & Strategic Thinking						Duration: 5 Days	
MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
15-19 May (BAR)		10-14 Jul (LON)	14-18 Aug (BAR)		16-20 Oct (AMS)		4-8 Dec (LON)

Business Finance & Communication Skills						Duration: 5 Days	
MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
22-26 May (BRU)	19-23 Jun (PRA)		7-11 Aug (PAR)				4-8 Dec (FRA)

Leadership & Business Strategy						Duration: 5 Days	
MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
15-19 May (PRA)	12-16 Jun (BAR)	24-28 Jul (LON)		25-28 Sep (FRA)		27-1 Dec (LON)	



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Visit  
**mce.eu**



## Learn

the key business skills and knowledge you need for your management role today and tomorrow



## Practice

the skills you learn and get feedback, recommendations and coaching



## Use

what you learn and practise as soon as you get back to your office

## Contact us

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