

MCE / WEEKS

5 Days 

2 Topics 

1 City 



MCE Weeks

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, London, Paris, Prague, San Francisco and Vienna.



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Vienna
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Barcelona



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Programmes List

- ▶ **Management & Business Finance**
- ▶ **Managing People & Time**
- ▶ **Managing People & Conflicts**
- ▶ **Managing People & Strategic Planning**
- ▶ **Managing People & Projects**
- ▶ **Management & Analytical Skills**
- ▶ **Management & Critical Thinking**



Management & Business Finance

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
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- Understanding and using the conversational triangle in your management role
- Practice delegation discussion in role plays

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

Practical Information



Face-to-Face

5 days

€3,995

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

Managing People & Time

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 Time Management (2 days)

Boost your productivity, manage your stress, and with the most effective ways to manage your time!

Key Competences

- Personal efficiency
- Focus and concentration
- Multitasking strategies
- Time management
- Managing priorities
- Managing stress

Learn, Practice and Use

- Set and accomplish realistic and achievable goals for your work
- Create priorities and establish realistic boundaries
- Recognize and deal with your time-wasting actions and tasks
- Improve your concentration and efficiency overall
- Break indecision and procrastination habits that everyone has
- Use technology to help manage your time and results
- Create and recharge your positive energy - that is very important for everyone
- Shift your focus from managing time to managing yourself
- Learn how to use a robust planning process to analyse and review plans
- Set clear expectations with colleagues, customers and your boss

Practical Information



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Managing People & Conflicts

Module 1: Successfully Managing People (3 days)

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Key Competences

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Learn, Practice and Use

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Module 2: Essentials of Conflict Management (2 days)

Develop the key skills you need to manage conflict and keep your team Focused on the real results.

Key Competences

- Conflict management
- Gaining trust and support
- Understanding real interests
- Listening for feelings
- Turning disagreements into positive business discussions

Learn, Practice and Use

- Recognize the underlying causes of conflict in business
- See the difference between disagreement and conflict
- Map conflict using a five-step approach
- Identify ways to develop flexible responses to personal and professional conflicts
- Turn disagreements into positive discussions by applying the "Model to Disagree"
- Know how trust is lost and regained during disputes
- Understand why relationship conflict and content conflict should be handled differently
- Identify your own feelings and actions when faced with conflict
- Share your knowledge and challenges with your peers and MCE's highly experienced faculty

Practical Information



Face-to-Face

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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
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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

Practical Information



Face-to-Face

5 days

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Managing People & Projects

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
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- 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 Project Management (2 days)

Get the key project management skills you need in your management role today.

Key Competences

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

Learn, Practice and Use

- Learn the difference between projects and operations
- Explore the purpose and processes of project management
- Understand the roles, responsibilities and needs of project team members
- Learn and apply critical project management tools
- Identify stakeholders, their relationships to each other and how these relationships affect projects positively and negatively
- Recognize stakeholder issues within your organization
- Identify and apply critical communication tools and protocols
- Learn how to manage resources, costs and hours
- Plan for potential risks in your project

Practical Information



Face-to-Face

5 days

€3,995

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Management & Analytical skills

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
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- Practice delegation discussion in role plays

Module 2: Developing your Analytical Skills (2 days)

Quickly synthesize qualitative data, analyse the impact, and make informed decisions.

Key Competences

- Analytical thinking
- Making decisions using data
- Creating short presentations
- Organizing, collecting and evaluating data
- Making recommendations

Learn, Practice and Use

- Identify relevant information
- Research and organize data from multiple sources in the right formats
- Categorize data for analysis before starting
- Make difficult decisions involving qualitative data
- Perform analysis from multiple perspectives
- Recognize patterns and determine what they mean for your business
- Evaluate the evidence to identify the best opportunity or most rational solution
- Communicate findings and recommendations clearly in a brief presentation
- Presenting conclusions graphically
- Use 2x2 grids and SWOT analyses to evaluate ideas and analyse strategies

Practical Information



Face-to-Face

4 days

€3,495

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

Management & Critical Thinking

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: Critical Thinking (2 days)

Demonstrate clearer and more effective critical thinking skills in your business role.

Key Competences

- Critical thinking skills
- Flexible mind-set
- Understand thinking styles
- Analytical & innovate thinking
- Action planning using data
- Drawing conclusions

Learn, Practice and Use

- Explore real-world examples of why critical thinking is so important in business
- Learn to use critical thinking skills when making business decisions
- Choose the right techniques to recognize assumptions, evaluate arguments and draw the right conclusions
- Discover 7 ways to spot a weak argument
- Know how to translate an abstract idea into something tangible
- Identify 8 barriers to effective critical thinking
- Minimize the impact of job pressures on your thinking processes
- React with curiosity instead of emotion
- Get a roadmap for developing your critical thinking skills in your role

Practical Information



Face-to-Face

4 days

€3,795

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

Managing People & Artificial Intelligence (AI)

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 AI (2 days)

Learn about the opportunities, tools, risks and rewards of AI and implement an AI strategy in your organization.

Key Competences

- Understanding AI
- AI and Ethical decisions
- Impact of AI on people
- CVP and AI
- Managing AI projects
- HR management and AI

Learn, Practice and Use

- Understand What AI is and how it's already part of your work and personal life
- Increase your awareness of the future possibilities of generative AI
- Explore the potential impact of AI on your organization—both pro and con
- Increase your credibility with data-driven decisions and skill development plans
- Adopt typical AI paths for different levels/functions: the technology and people sides
- Explore AI: The potential rewards, pitfalls and the crucial need for ethics and governance
- Communicate the value proposition of an AI solution for both customer and business needs
- Collaborate on an AI solution using a business case
- Craft a vision for the future and begin building your own AI Action Plan
- 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 for dates, locations and full programme outline

Management & Business Finance									Duration: 5 Days		
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	26-1 LON					8-12 BCN	5-9 LON			18-22 LON	

Managing People & Time									Duration: 5 Days		
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
29-2 BRU	12-16 LON	4-8 FRA		13-17VIE			5-9 PRA				

Managing People & Conflicts									Duration: 5 Days		
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
22-26 LON			22-26 AMS		3-7 GVA	15-19 BCN					2-6 LON

Managing People & Strategic Planning									Duration: 5 Days		
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
				27-31 BRU			12-16 LON		14-18 AMS		

Managing People & Projects									Duration: 5 Days		
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
				6-10 PAR				23-27 BRU	7-11 FRA	4-8 PAR	

Management & Analytical skills									Duration: 4 Days		
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	26-29 FRA			27-30 BCN			12-15 PRG		6-9 DXB		

Management & Critical Thinking									Duration: 4 Days		
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	5-8 GVA		22-25 PRG		3-6 AMS						

Managing People & Artificial Intelligence (AI)									Duration: 5 Days		
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
											2-6 LON



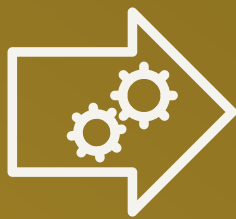
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Practice

the skills you learn and get feedback, recommendations and coaching



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

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