

A black and white photograph of a man with a beard and mustache, wearing a light-colored button-down shirt. He has his arms crossed and is looking directly at the camera with a slight smile. The image is partially obscured by a large white triangle on the left side.

Key Management Skills

For Government and Public Organizations

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Deliver More, Achieve Faster: Practical Tools for Government Managers

Highlights

- Develop Exceptional Communication Skills
- Sharpen Interpersonal Skills
- Master Organization and Time Management
- Discover Innovative Problem-Solving Approaches

Key Competences

- Communication Skills
- Interpersonal Skills
- Organization and Time Management
- Problem-Solving Abilities
- Meeting Facilitation
- Presentation Skills

The Right Programme for You

You are a government manager at all levels or aspiring to progress in your career to a managerial position.

Managers

Business Professionals



Learn, Practice and Use

- **Learn** effective communication and conflict resolution skills to enhance collaboration
- **Develop** advanced time management and organizational techniques for increased productivity
- **Master** problem-solving approaches to tackle complex challenges
- **Conduct** meetings that achieve clear objectives and maintain engagement
- **Deliver** impactful presentations that influence decision-making
- **Craft** reports that are clear, concise, and informative for diverse audiences
- **Sharpen** interpersonal skills for effective team collaboration and customer service
- **Apply** practical tools and techniques immediately to improve managerial efficiency
- **Share** your knowledge and challenges with your peers and MCE's highly experienced faculty

Practical Information

Face-to-Face



3 days
€ 2,995

Live Online



6 x 3-hour sessions
€ 2,995

Available In-Company

The programme is available as an In-Company solution for your teams. More information at mce.eu/inco

Programme Modules

1

Effective Communication and Conflict Resolution

- Communicate clearly and confidently
- Resolve conflicts constructively for a more collaborative team environment

2

Interpersonal Skills for Collaboration and Customer Service

- Develop strong relationships with colleagues and clients
- Collaborate effectively and deliver exceptional public sector service

3

Advanced Time Management and Organization

- Master practical tools to prioritize tasks and manage time effectively
- Organize your workload to achieve maximum productivity

4

Innovative Problem-Solving Techniques

- Think creatively to generate innovative solutions to complex challenges
- Go beyond traditional approaches in problem solving for impactful results

5

Effective Meeting Facilitation

- Guide meetings toward clear communication and engagement
- Ensure efficient discussions and achieve desired outcomes

6

Impactful Presentation Skills

- Deliver clear, concise, and persuasive presentations
- Captivate your audience using the latest tools and techniques

7

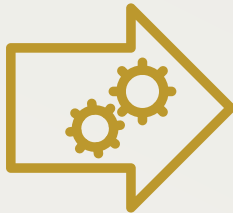
Crafting Clear and Informative Reports

- Communicate complex information in a concise and well-organized format
- Deliver key messages effectively to stakeholders through powerful reports



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

For more information please contact:



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Visit mce.eu

