



MCE Week: Management & Analytical Skills

MCE WEEKS

MCE Week: Management & Analytical Skills

Get the key skills you need to manage and motivate your team, delegate and to become a great all-round manager. You will also quickly synthesize qualitative data, analyse the impact, and make informed decisions.

Highlights

- Learn how to use clear goal setting and professional feedback to manage your team on a daily basis
- Use a 2x2 grid and a Swot Analysis to evaluate ideas and analyse strategies

Key Competences

- Delegation strategies
- Coaching skills
- Performance management
- Making decisions using data
- Creating short presentations
- Organizing, collecting and evaluating data

The Right Programme for You

You aim to enhance your management skills and become a well-rounded leader by learning essential analytical skills for informed, evidence-based decision-making that benefits your team or organization.

Managers

Business Professionals



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
- **Use** effective coaching techniques to maximize your team's performance
- **Understanding** and using the conversational triangle in your management role
- **Research** and organize data from multiple sources in the right formats
- **Categorize** data for analysis before starting
- **Make** difficult decisions involving qualitative data
- **Recognize** patterns and determine what they mean for your business
- **Evaluate** the evidence to identify the best opportunity or most rational solution

Practical Information

Face-to-Face



4 days
€3,495

Available In-Company

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

Programme Modules

1

Analytical Skills and Data Analysis

- Identifying core analytical skills
- Exploring the challenges of collecting, evaluating, and presenting information
- Describing the steps in the analytical process: plan, analyse, conclude

2

The Planning Phase

- Defining the purpose of the analysis
- Improving your analytical skills by clarifying relevant issues: Why? Who? What are the options, benefits, and risks?
- Identifying issues that are essential for comprehensive understanding
- Deciding on an approach for an analysis project
- Creating a data collection plan for obtaining information

3

The Analysis Phase

- Organising, collecting, and evaluating data via graphic tools
- Performing affinity grouping to aggregate unstructured data into categories
- Using a 2x2 grid and SWOT analysis to evaluate ideas and analyse strategies
- Determining risks and performing cost-benefit analysis
- Evaluating data and addressing information gaps

4

The Conclusion and Reporting Process

- Understanding the characteristics of valid conclusions
- Getting from conclusions to recommendations
- Presenting conclusions graphically

5

Telling Your Story

- Utilizing tools, tips, and techniques to present your story to multiple audiences
- Creating and delivering a brief presentation that inspires and persuades

6

Defining Your Role as a Manager

- Discovering the qualities and abilities required for effective management
- Identifying the roles and responsibilities managers perform
- Exploring the contextual issues and challenges that new managers face today

7

Continuous Performance Management

- Defining the goal of performance management
- Identifying the process and challenges
- Practicing the skills of performance management

Programme Modules

8

Communication: Conducting Effective Work Conversations

- Describe the importance of communication to effective management.
- Recognizing the qualities of effective communication.
- Understanding the process of communication and the barriers that can derail it.
- Recognizing different types of work conversations.
- Identifying the two key conversation skills.
- Understanding and utilizing the conversational triangle

9

Coaching for Performance

- Identifying the importance of and requirements for coaching
- Learning the micro-skills of effective coaching
- Confronting problem behaviours in a tactful manner
- Using the AMA Guide to manage a coaching discussion
- Differentiating between coaching and disciplining

10

Building a Motivational Climate

- Recognizing the manager's role in employee motivation
- Exploring important elements of the motivational process
- Utilizing managerial practices for building a motivational climate

11

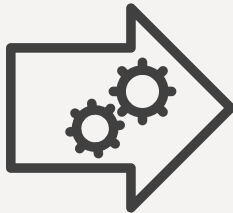
Delegating for Growth and Development

- Describing the types of delegation that managers can engage in
- Identify the importance of, and the barriers to, effective delegation
- Assessing your current delegation practices and their challenges
- Recognizing what can and can't be delegated
- Identifying the phases of effective delegation
- Practicing delegation discussion



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

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Visit mce.eu

