

A black and white photograph of a woman with voluminous curly hair, smiling broadly. She is wearing a dark blazer over a white top and has her arms crossed. The image is partially obscured by a dark diagonal shape and a text overlay.

**AMA Certified Professional
in Management®
Exam Prep Express**

Certification

AMA Certified Professional in Management® Exam Prep Express

Review essential management skills and prepare for the AMA-CPM® exam.

Highlights

- All participants receive a copy of The Management Body of Knowledge (MBOK®) before the programme. We strongly recommend reviewing the content and be ready to discuss the modules during the programme.

Key Competences

- Communication skills
- Coaching for performance
- Change management
- Financial skills
- Project management skills
- Critical thinking

The Right Programme for You

The AMA Certified Professional in Management® Exam Prep Express prepares managers for the certification exam and to show their management qualifications to current and future employers.

Managers

New Managers



Learn, Practice and Use

- **Review** the essential skills needed to be an effective and successful manager today
- **Increase** your worth as a manager and add more value to the organization
- **Prepare** to take the exam and become an AMA Certified Professional in Management®
- **Focus** on analytical intelligence and learn the basics of critical thinking
- **Learn** about key communication and presentation skills
- **Discover** the key elements of emotional intelligence and what it means for your role
- **Explore** business finance you need in your role
- **Review** the essential skills in project management needed for your role
- **Learn** about talent management and motivation for your teams
- **Share** your knowledge and challenges with your peers and MCE's highly experienced faculty

Practical Information

Live Online



4 X 3-hour sessions
€2,450

Available In-Company

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

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

Programme Modules

1

Professional Effectiveness

- Communication
- Emotional intelligence
- Presentation skills

2

Relationship Management

- Coaching for performance
- Collaboration and team development
- Conflict management
- Delegation
- Influence
- Managing change
- Motivation

3

Business Acumen

- Customer focus
- Financial acumen
- Project management
- Talent management

4

Analytical Intelligence

- Critical Thinking
- Managing and Mastering Data

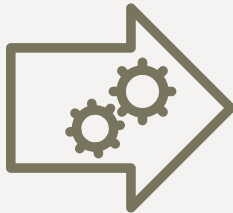
Note

Prior to attending, participants will receive a copy of The Management Body of Knowledge (MBOK®). To prepare for the programme, we strongly recommend that they read the MBOK® and be ready to discuss and review the components during their instructor-led session. Completing the course pre-work will allow them to gain the most benefit from the programme and leave them better equipped to apply the practices when they return to the workplace.



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

