A black and white photograph of a man with short hair, wearing a dark shirt with a light-colored pattern. He is smiling and looking down at a tablet computer he is holding with both hands. The background is slightly blurred, showing what appears to be a whiteboard or a wall with some papers. A large, dark, diagonal shape is overlaid on the right side of the image, partially obscuring the man's face and the background.

# AMA Certified Professional in Management® Exam Prep Course

Certification

# AMA Certified Professional in Management® Exam Prep Course

Master 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 Course prepares managers for the certification exam and to show their management qualifications to current and future employers.

Managers

New Managers



## Learn, Practice and Use

- **Get** 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®
- **Learn** in an interactive environment where you will practice what you learn
- **Focus** on analytical intelligence and learn about critical thinking and mastering data
- **Develop** your communication and presentation skills
- **Learn** about emotional intelligence and what it means for your role
- **Explore** the key elements of business finance
- **Practice** 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

### Face-to-Face



**4 days**  
**€2,995**

### Available In-Company

The programme is available as an In-Company solution for your teams. More information at [mce.eu/inco](https://mce.eu/inco)

[mce.eu/cpm](https://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

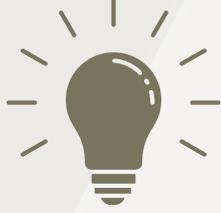
4

## Analytical Intelligence

- Critical Thinking
- Managing and Mastering Data

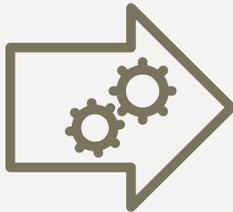
### Note

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](http://mce.eu)

