



*Training Course:  
Professional Purchasing Skills (Certified  
Purchasing Professional)*

*21 - 25 October 2024  
Cape Town (South Africa)  
DoubleTree by Hilton Cape Town - Upper Eastside*

## Training Course: Professional Purchasing Skills (Certified Purchasing Professional)

Training Course code: PC4098 From: 21 - 25 October 2024 Venue: Cape Town (South Africa) - DoubleTree by Hilton Cape Town - Upper Eastside Training Course Fees: 5950 € Euro

### Introduction

This practical and highly popular workshop rapidly develops the key skills and knowledge that enables new and developing office professionals to maximize their contribution to the workplace.

The workshop shows you how to plan and organize efficiently, develop confident communication skills and proactively contribute to the successful achievement of the organization's goals.

### Course Objectives of Professional Purchasing Skills

By the end of this workshop delegates will be able to:

- Develop the skills and attributes of a first-class office professional and make a greater contribution in their workplace.
- Become more confident
- Become more proactive
- Communicate more confidently and effectively with your manager, colleagues, and other departments
- Deal with the difficulties and pressures of working in a modern office.
- Prioritize between urgent and important tasks
- Plan, organize and manage time more effectively
- Present yourself more confidently and efficiently
- Write, email and use the phone more professionally and effectively.

### Training Methodology

This particular program is structured using a combination of interactive activities, group, and individual exercises, role-plays and discussion interspersed with formal inputs supported by PowerPoint presentations.

Inter-group discussions to share working experiences are also an important ingredient in the process. Skills are introduced and revisited at regular intervals throughout the program to facilitate reinforcement and to help delegates remember them. -

The tutors are always on hand for one-to-one discussions with delegates regarding any problems or confidential matters that they may wish to discuss. On offer, each day following lunch will be an open session for 1 hour, by request, for individual or group discussions on any additional subjects required or problems or issues that delegates may have or wish to discuss.

### Organizational Impact of Professional Purchasing Skills

Delegates attending this program will better appreciate the knowledge, skills, and competencies required to fulfill their current and future job/role requirements more effectively. They will be exposed to and will have the opportunity to practice, sets of competencies that are an essential contribution towards achieving business objectives in a cost-effective manner. They will have a better understanding of other people's needs, perspectives, and how they may

support and work with them to the benefit of all. The organization will see the benefits of integrating such fundamental behaviors towards the provision of enhanced service and support to their line managers, colleagues, and customers.

Our underlying philosophy is simple and is based upon the notion that people are an employer's greatest and most expensive asset therefore our aim is to provide maximum return on investment. Often what differentiates the successful executive administrator is a deep understanding of people and human behavior coupled to an ability to respond and react appropriately. The aim is to enable people to provide the first-class service both within the organization and with external customers.

## Personal Impact of Professional Purchasing Skills

Attendance on this high-level program will result in individuals being exposed to senior support staff from a wide range of organizations thereby creating a network of contacts. They will be introduced to a range of interpersonal and organizational competencies required to achieve superior performance in their support roles.

The well-trying and tested approaches adopted in this innovative program will benefit individuals whilst working and managing the pressure, tensions and demands of their respective workplaces.

Delegates will be exposed to a range of different proven techniques which the individual can tailor and modify to suit their own styles and organizational behaviors. They will have ample opportunity to practice many of these skills and competencies in a friendly atmosphere where maximum learning can take place.

## Course Outlines of Professional Purchasing Skills

### DAY 1

#### Setting the scene, assessing existing skills, Time Management

- General introduction
- Assessing prior skills and knowledge
- Competencies required
- Perceptions, attitudes, and beliefs
- Learning Styles/Thinking Styles
- Time management skills
- Time Management Group Activity 1
- Video on time management
- Time Management Group Activity 2

### DAY 2

#### Organizing and Planning

- Managing workflow
- Techniques for organizing and planning - brainstorming, SWOT analysis, Goal setting, setting SMART objectives
- Group Activity
- Mind Mapping
- Video
- Group Activity - mind mapping exercise
- Managing meetings

## DAY 3

### Communication Skills

- Understanding Assertiveness
- Group Activity on assertiveness
- Listening and questioning skills
- Group activity on listening effectively
- Body Language
- Group activity on body language
- Video

## DAY 4

### Team working

- Conflict management
- Dealing with difficult people
- Managing upwards
- Stress management
- Group Team building activity to demonstrate leading, sharing information, understanding the brief, listening skills, teamwork, creative thinking, time management

## DAY 5

### Presentation skills

- Telephone skills
- Writing skills
- Email etiquette
- Presentation skills
- Group Exercise - delegates to prepare and present a 4-minute presentation on a topic to be agreed upon.
- Review of the week

## Registration form on the Training Course: Professional Purchasing Skills (Certified Purchasing Professional)

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
Position: .....  
Telephone / Mobile: .....  
Personal E-Mail: .....  
Official E-Mail: .....

### Company Information

Company Name: .....  
Address: .....  
City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
Position: .....  
Telephone / Mobile: .....  
Personal E-Mail: .....  
Official E-Mail: .....

### Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
- ☐ Please invoice me
- ☐ Please invoice my company

### Easy Ways To Register

Telephone:  
+201095004484 to  
provisionally reserve your  
place.

Fax your completed  
registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
or training@gh4t.com

Complete & return the  
booking form with cheque  
to: Global Horizon  
3 Oudai street, Aldouki,  
Giza, Giza Governorate,  
Egypt.