



*Training Course:  
Advanced Contracts & Purchasing Management*

*26 - 30 October 2026  
Vienna (Austria)*

## Training Course: Advanced Contracts & Purchasing Management

Training Course code: PC4095 From: 26 - 30 October 2026 Venue: Vienna (Austria) - Training Course Fees: 6050 € Euro

### Introduction

This program is designed for office managers, administrators, and support professionals to enhance their interpersonal, behavioral, and organizational skills. Participants will learn techniques to prioritize tasks, streamline work practices, communicate assertively, manage relationships, think creatively, and solve problems effectively.

### Course Objectives

By the end of the program, participants will be able to:

- Prioritize and manage multiple tasks efficiently.
- Think and act strategically in planning, decision-making, and problem-solving.
- Enhance communication skills to improve workplace relationships.
- Build self-confidence and manage thoughts and feelings effectively.
- Develop assertiveness for better workplace effectiveness.
- Strengthen intrapersonal and interpersonal skills.

### Target Audience

- Office Managers
- Administrative Professionals
- Executive Assistants
- Secretaries
- Team Leaders responsible for administrative support functions
- Professionals seeking to improve personal effectiveness, communication, and office management skills

### Course Outlines 5 Days

#### Day 1 - Taking Control of Your Work Life

- Introductions, purpose, vision, and mission
- Internal and external customer service
- Working smarter: high-leverage activities
- Prioritizing and organizing tasks
- Long-term office planning
- Streamlining office systems
- Document and workflow management

#### Day 2 - Essential Administrative Skills

- Mind mapping and brain dominance techniques
- Planning and scheduling using Gantt charts
- Problem-solving and decision-making tools
- Project management for administrative tasks
- Effective meetings and minute-taking
- Managing multiple managers

#### Day 3 - Vital Communication Skills

- Common communication mistakes
- Communication styles and assertiveness
- Conflict resolution and saying "no" effectively
- Body language and non-verbal communication
- Gender and personality differences in communication
- Building productive relationships with colleagues and supervisors

#### Day 4 - Developing as a Professional

- Active listening techniques
- Creating a professional image
- Leadership skills and influencing without authority
- Presentation skills and overcoming public speaking fears
- Delivering feedback: corrective and positive

#### Day 5 - Self-Empowerment and Self-Management

- Understanding stress: causes, triggers, and management
- Building self-confidence and resilience
- Emotional intelligence: recognizing and managing emotions
- Transforming fear, negativity, and reactivity into proactive behavior
- Continuing professional development and action planning

## Registration form on the Training Course: Advanced Contracts & Purchasing Management

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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.