



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

*11 - 15 January 2027
Cape Town (South Africa)
DoubleTree by Hilton Cape Town - Upper Eastside*

Training Course: Professional Purchasing Skills (Certified Purchasing Professional)

Training Course code: PC4098 From: 11 - 15 January 2027 Venue: Cape Town (South Africa) - DoubleTree by Hilton Cape Town - Upper Eastside Training Course Fees: 6350 € Euro

Introduction

This workshop equips participants with practical skills to excel in purchasing and office support roles. Delegates learn to plan and organize efficiently, communicate confidently, manage time effectively, and proactively contribute to organizational success.

Course Objectives

By the end of this workshop, participants will be able to:

- Develop skills and attributes of a first-class office professional.
- Communicate confidently and effectively with managers, colleagues, and other departments.
- Prioritize tasks and manage time efficiently.
- Handle workplace pressures and challenges proactively.
- Write, email, and use the phone professionally.
- Present themselves effectively in meetings and presentations.

Target Audience

- Purchasing and office professionals seeking to improve performance
- Administrative staff looking to enhance organizational contribution
- Team members requiring stronger communication, time management, and interpersonal skills

5-Day Course Outline

Day 1 - Time Management & Self-Assessment

- Introduction and program overview
- Assessing prior skills and knowledge
- Competencies required for effective office professionals
- Perceptions, attitudes, and beliefs
- Learning and thinking styles
- Time management techniques and group exercises
- Video and interactive activities on prioritization

Day 2 - Organizing, Planning & Meetings

- Managing workflow and daily tasks
- Techniques for organizing and planning SWOT, goal setting, SMART objectives
- Mind mapping for task management
- Planning and running effective meetings
- Group exercises for planning and brainstorming

Day 3 - Communication Skills

- Understanding assertiveness and practicing through role-plays
- Listening and questioning skills
- Body language awareness and exercises
- Effective written and verbal communication
- Video demonstrations and group activities

Day 4 - Teamwork & Conflict Management

- Working effectively in teams
- Conflict resolution and dealing with difficult people
- Managing upwards and understanding team dynamics
- Stress management techniques
- Team-building activity to practice leadership, collaboration, and creative thinking

Day 5 - Professional Presentation & Writing Skills

- Telephone etiquette and professional communication
- Email etiquette and writing techniques
- Presentation skills and group exercises 4-minute presentations
- Review and consolidation of learning
- Personal action plan for applying skills in the workplace

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
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