

**List of Special Courses
Procure.ps for Training & Logistics Services**

Modern Knowledge	Management Fundamentals	Planning + Organizing	Leading + Controlling
<ul style="list-style-type: none"> Ø Attention Management Ø Delegation in 21st Century Ø Effective Project Planning Ø Effective Team Leading Ø Effective Time Management Ø Executives Courses Ø Interpersonal Skills Ø Manager as Planner & Strategist Ø Strategic Management 	<ul style="list-style-type: none"> Ø roles, skills, functions Ø managers v. leaders Ø ethics/social responsibility Ø managing globally Ø managing sustainability Ø communication Ø decision making Ø information technology Ø risk management Ø economics 	<ul style="list-style-type: none"> Ø org structure + culture Ø formulating strategy Ø operations management Ø project management Ø high performance teams Ø HR management Ø managing diversity Ø coaching + feedback Ø networking + mentoring Ø running effective meetings 	<ul style="list-style-type: none"> Ø leading effectively Ø motivation Ø managing change Ø conflict + negotiation Ø managing misbehavior Ø time/stress management Ø operations control Ø quality management Ø financial statements/ratios Ø financial management

Objectives

- It develops confidence and improves on-the-job performance
- It verifies a level of management competency and leadership potential
- It demonstrates a commitment to continuing professional development
- It offers a competitive edge for employee selection and advancement
- It adds credibility to organization's that invest in quality management



Procure.ps-Training-Executives
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