

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

<b>Mid-Level Management</b>	<b>Mid-Level Management</b>
Body Language Basics	Manage Your Boss
Business Ethics	Middle Manager
Change Management	Modern Coaching and Mentoring
Creative Problem Solving	Performance Management
Critical Thinking	Persuading Other
Effective Communication	Presentation Skills
Effective Project Planning	Public Speaking & Confidence
Effective Team Leading	Service Mindset
Effective Time Management	Social Intelligence
Emotional Intelligence	Strategic Management
Employee Motivation	Stress Management
Executive and Personal Assistants	Workplace Harassment
Leadership and Influence	Workplace Violence

**Objectives**

<b>For Individuals:</b>	<b>For Employers:</b>
• Builds management knowledge and skills.	• Confirms management competence.
• Reflects professional achievement.	• Demonstrates professional commitment.
• Enhances career opportunities and advancement.	• Sets standards for quality management



Procure.ps-Training-MidLevelManager  
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