



**THE UNITED REPUBLIC OF TANZANIA
INSTITUTE OF ACCOUNTANCY ARUSHA**



SHORT COURSE ANNOUNCEMENT

MANAGEMENT DEVELOPMENT PROGRAMME FOR OPERATIONAL PERSONNEL

MONDAY 13TH – FRIDAY 18TH NOVEMBER, 2017

1.0 Introduction

Outstanding managers are strategic decision makers. They have the self-discipline to manage themselves, the self-confidence to motivate teams, and the self-awareness to realize their true leadership potential. The Institute of Accountancy Arusha offers a portfolio of programs that can help you lead organizational change, foster a culture of creative thinking, and contribute to your company's success.

Each offering delves into the latest management theories and leadership best practices to help you master complex challenges and capitalize on emerging opportunities. Through hands-on exercises, interactive lectures, and dynamic discussions, you'll learn how to maximize team productivity, drive breakthrough innovation, and secure a competitive edge for your organization.

Our five-day intensive Management and Leadership Development training programme is designed to provide promising executives and functional specialists with the skills, tools and competencies they require for effectively operating in today's constantly changing and challenging business environment.

2.0 Course Contents

- The Psychology of Achievement
- Emotional intelligence at work place
- The power of Goal setting.
- Strategic Management
- Leadership and management skills
- Presentation and persuasion skills
- Motivations and change management skill
- Developing customer insights to expand market reach
- Negotiations skills
- The manager's role across business functions

3.0 Target Group

This short course is designed to enhance the skills of the following groups of people: Chief executives, Administrator, organizational manager, marketing manager, business consultant, planning specialist, brand manager, corporate service manager, development manager, or executive assistant. Other professionals with similar functions.

4.0 Teaching Methodology

Teaching methodology will include: lectures, case studies, group discussions and presentations.

5.0 Venue

The course will be conducted at Institute of Accountancy Arusha **for five days**.

6.0 Course fees & Mode of Payment

The fee for this course is **TShs 1,000,000/=** (One Million only) per participant to cover for tuition, training materials, tea/coffee and lunch.

Participants will have to arrange for their own travel, accommodation and upkeep while attending the courses in Arusha. Payment for the above course may be in cheques or bankers draft addressed to: The Rector, Institute of Accountancy Arusha through the bank account **No. 014103007130 NBC, Arusha Branch**

NB: Please confirm your attendance to the course by November 10th, 2017

For more details you may contact the following:

7.0 Contact Persons

Mr. Edson Ndyemalila – Course Director

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Ms. Lilian Minja – Administrator – Consultancy & Executive Development

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