



THE UNITED REPUBLIC OF TANZANIA
INSTITUTE OF ACCOUNTANCY ARUSHA



SHORT COURSE ANNOUNCEMENT

“MANAGING INSTITUTIONAL HUMAN RESOURCES AND SUCCESSION PLAN DEVELOPMENT”

The Institute of Accountancy Arusha will conduct **eight days** short course on the above subject from **July 2 to 11, 2018** at the Institute of Accountancy Arusha (**Main Campus**), Njiro Hill.

1.0 COURSE OVERVIEW

In today's competitive business environment, government and non-governmental organizations are increasingly making efforts to build and retain quality employees. Executives are involved in the War for Talents that will allow the institutions to create institutional excellence and continuously improve its bottom line. This course will enable participants to know how to integrate all components of human resources system so as to attract, develop, appraise, retain the best people and develop a succession plan.

2.0 STATEMENT OF LEARNING OUTCOME

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

- (a) Understand an organization and Individual behaviours;
- (b) Apply key principles of Management and leadership in globalized world;
- (c) Apply new techniques to link institutional success and effective human resources management;
- (d) Understand key issues in financial management;
- (e) Develop proactive talent management system;
- (f) Assess and evaluate employee's performance;
- (g) Identify, keep, develop and promote the best people;
- (h) Monitor and evaluate organizational projects;
- (i) Develop high trust work relationship;
- (j) Link employee relations to business objectives and strategy;

- (k) Design a conflict management and resolution strategies; and
- (l) Develop Succession plan to insure Institutional sustainability.

3.0 METHODOLOGY

The course will be conducted through lectures, discussions and case studies analysis. Participants will be offered an opportunity to refocus, refresh and rededicate.

4.0 WHO SHOULD ATTEND?

The course is intended for Human Resources Managers/Officers, Directors, Administrators, Heads of Department/Section, consultants, trainers, mentors, Supervisors and any other interested person.

5.0 FEES & MODE OF PAYMENT

The fee for the course is **TZS 1,400,000/=** (One million four hundred thousands only) per participant to cover for tuition fee, training materials, tea/coffee, lunch and one day trip to one of the National park in Arusha. Participants will have to arrange for their own travel, accommodation and upkeep while attending the courses in Arusha. Payment may be in cash, cheques or bankers draft or TISS paid directly to our **Bank Account No. 014103007130 NBC, Arusha Branch.**

6.0 DATES & VENUE

The course will be conducted for **eight (8)** working days from **July 2 to 11, 2018** at the **Institute of Accountancy Arusha – Njiro Hill.**

7.0 CONTACT PERSONS

For more details you may contact the following:

Course Director

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Course Administrator/Secretary

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Early confirmation and registration is highly encouraged and appreciated.

We thank you for your cooperation and support.