



INSTITUTE OF ACCOUNTANCY ARUSHA



SHORT COURSE ANNOUNCEMENT

SUPERVISORY AND MANAGEMENT SKILLS FOR MIDDLE LINE MANAGERS AND OFFICERS

1.0 Course Overview

The supervising is the most important task in any organization which controls a large portion of the organization's costs. With its importance to the organization, supervision activity need to be decided keenly and with great care. However, there is a gap between organization plans and the implementation of these plans which is done by supervisors. Supervisors need to acquire specific supervisory skills for excellent achievement of organization goals. This programme is designed in such a way that middle line managers and supervisors will be able to improve their supervisory skills for the extraordinary performances in their workplaces.

2.0 Targeted group

The programme targets middle line managers and supervisors, head of units and sections, head of departments and directorates and any other interested person.

3. Topics include

- Best Practice in Organization Management
- Supervisory skills
- Public Relations and communication Skills
- Decision making techniques
- Developing inner drive towards achieving organizational goals
- Problem solving skills
- Personal effectiveness
- Team building

3.0 Methodology

The course will be conducted through lectures, discussions and Field cases.

4.0 Fees

The fee for the course is Tsh 950,000/ (nine hundred fifty thousand only) to cover for training material, tea and lunch. Payment may be in cash, cheques or bankers draft addressed to the Rector, Institute of Accountancy Arusha or directly to our Bank Account No. 014103007130 NBC, Arusha Branch.

5.0 Dates & Venue

The course will be conducted for five (5) working days from **22- 26 January, 2018** at the Institute of Accountancy Arusha – Njiro Hill

6.0 Contact Persons

For more details kindly contact the following:

Course Director

Ms Eliakira Nnko, email: ennko@iaa.ac.tz, ennkoy2000@yahoo.com Mob.+255754 625 669; +255

Head of Department–Consultancy & Executive Development

Mr. Papias Njaala, E-Mail pnjaala@iaa.ac.tz Cell:+255784 436286; +255 777236286

Course Administrator

Ms Lilian Minja, Email: lminja@iaa.ac.tz Mobile: 0767 214513; 0786111174

APPLY TO:

The Rector,
Institute of Accountancy Arusha,
P.O.BOX 2798,
Arusha.
E-Mail: iaa@iaa.ac.tz