



THE UNITED REPUBLIC OF TANZANIA  
INSTITUTE OF ACCOUNTANCY ARUSHA



**WORKSHOP ANNOUNCEMENT  
ON  
EFFECTIVE CONDUCT OF MEETINGS, REPORT WRITING AND MINUTE  
WRITING**

(22<sup>nd</sup> – 26<sup>th</sup> October 2018 - IAA Arusha Campus, Arusha)

**1.0 Course Background**

Today, meetings are far less structured than in the past and it is generally felt that there are many more of them, probably far too many. Meetings that are well run are appreciated by everyone, and the minute – taker plays a large part in achieving this. Many meetings take long time and this is because the meetings are not effectively conducted and also people who take/write minutes are not properly trained on how to take the minutes. Organizations need meetings for decision making purposes, and therefore, meetings should be effectively conducted and minutes of the meetings properly written. During meetings some reports may be presented. Therefore, effective report writing is important for effective meetings.

In order to help organizations to conduct their meetings effectively and to make sure that the minutes are written properly according to what has been discussed, the Institute of Accountancy Arusha has decided to organize a **five - day workshop** on **Effective Conduct of Meetings, Report Writing and Minute Writing**. The workshop will be conducted by experienced and knowledgeable people, who have been conducting meetings and writing minutes for more than ten (10) years, drawn from across East African Countries.

**2.0 Course Objective and Outcomes**

**2.1 Objective**

The overall objective of this course is to enable participants be able to understand and appreciate on how to **Conduct Meetings Effectively, Write Good Reports and properly Taking Minutes of Meetings**.

**2.2 Outcome**

At the end of the course, participants will be able to:

- (1) Conduct the meeting effectively;
- (2) Setting Items of Agenda of the meetings;
- (3) Record/take the Meeting Minutes;
- (4) Structuring notes;
- (5) Recording decisions and actions;
- (6) Creating the right environment for conducting meetings; and
- (7) Writing good reports.

### **3.0 Course Content**

This course will cover the following areas:

- (1) Basic Role of Meetings;
- (2) Types of Meetings/Committees;
- (3) Conducting/Managing Meetings;
- (4) Role of Chairpersons to the Meetings;
- (5) Role of Secretary to the Meetings;
- (6) Agenda of Meetings;
- (7) Documenting Meeting Proceedings;
- (8) Fundamentals of Written Communication;
- (9) Production/Writing of Minutes; and
- (10) Production/Writing Reports.

### **4.0 Target Group**

This course is intended for anybody who arranges and records/takes minutes at the meetings. The target people are Secretaries to the Company Boards/Organizations, Secretaries to Chief Executive Officers (CEOs), Secretaries to Tender Board Committees, and Secretaries to different Committees within the Organizations.

### **5.0 Methodology**

The course outcomes will be achieved through lectures, discussions/sharing practical experiences, practical exercises/case studies, and simulation of meeting exercises.

### **6.0 Fees & Mode of Payment:**

The fee for the course is TZS 1,000,000/= (One Million Tanzania Shillings only) per participant to cover for course materials, tea/coffee, and lunch. Payment may be in cash, cheques or bankers draft or TISS paid directly to our Bank Account **No. 014103007130** NBC, **Arusha** Branch in the name of **Institute of Accountancy Arusha**.

### **7.0 Date & Venue:**

This course will be conducted from **October 22<sup>nd</sup> – 26<sup>th</sup>, 2018 (5 days)** at the **Institute of Accountancy Arusha, located at Njiro Hill-Arusha**.

### **8.0 Contact Persons**

For more details please don't hesitate to contact any of the following:

#### **Dr. Samwel Werema (Course Director)**

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#### **Ms. Pamela Chogo (Head of Department - Consultancy & Executive Development)**

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#### **Ms. Caroline Lucumay - Course Administrator**

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### **APPLY TO:**

The Rector

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