



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



**SHORT COURSE ANNOUNCEMENT ON
DEVELOPMENT SKILLS FOR HUMAN RESOURCES AND ADMINISTRATIVE
OFFICERS**

1.0 COURSE OVERVIEW

This course is designed to provide an overview to the use of HR and Administrative Skills in dealing with employees in order to contribute significantly to the organization and our nation at large. It also comprises the following topics: Roles for HR and administrators, functions of a manager, delegation process, motivation in organization, disciplining employees, ethical issues in an organization, handling complaints and grievances in organization.

2.0 TARGETED PARTICIPANTS

We are targeting Managers, Human Resource Officers, Supervisors, Administrators, Community Leaders, Employees and any other person who is interested.

3.0 COURSE RATIONALE

The course intends to impart participant's cutting-edge managerial skills which will enable them to improve performance at their working places. It will also broaden their skills on how to manage the diverse society.

4.0 BENEFITS/OUTCOMES OF THE SHORT COURSE

At the end of this course participants will be in a position to:

- (i) Understand and apply HR skills at their working places;
- (ii) Assess employees performance;
- (iii) Practice ethical issues in their organization; and
- (iv) Handle complaints and grievances in organization.

5.0 METHODOLOGY

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

6.0 FEES AND MODE OF PAYMENT

The fee for the course is **TZS 900,000/=** (nine hundred thousand only) to cover for training material, tea, and lunch and an incursion to national park. Payment may be in cash, cheques or bankers draft or TISS paid directly to our Bank Account **No. 014103007130 NBC**, Arusha Branch.

7.0 DATE AND VENUE

The course will be conducted for five (5) working days from **11 – 15 December, 2017** at the **Institute of Accountancy Arusha** – Njiro Hill.

8.0 CONTACT PERSONS

For more details you may contact the following:

Course Director - Ms. Lilian Minja

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APPLY TO:

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