



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



**SHORT COURSE ANNOUNCEMENT**  
**ON**  
**BUSINESS MANAGEMENT SKILLS FOR SMEs**

(11<sup>th</sup> – 13<sup>rd</sup> March 2019 - IAA Arusha Campus, Arusha)

**1.0 COURSE BACKGROUND**

Many businesses fail to prosper to expected targets because of lack of business management skills. This course is designed to give skills that will help in reshaping the business so as to reach the expected target. Trainers in this particular course will come from various organs that you interact with as you pursue your business activities. You will manage to connect with various players who are very important in improving your business activities.

**2.0 LEARNING OUTCOMES**

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

- Develop or improve business ideas
- Formalize your business
- Manage business operations
- Market products/ services traditional and electronically
- Care for customers
- Record keeping skills
- How to keep your financial records, tax calculations and payments
- Source and manage business loans
- Write a business plan

**3.0 TARGET PARTICIPANTS**

The course is intended for anyone in a public or private Institution dealing with income generating activities, those who are about to retire, entrepreneurs and anyone interested to start a business/ entrepreneurship activity or improve an existing business/ entrepreneurship activity.

**4.0 METHODOLOGY**

The course will be conducted lectures, discussions, case studies analysis and experience sharing.

## **5.0 FEES & MODE OF PAYMENT:**

The fee for the course is **TZS 500,000/=** (say **Five Hundred Thousand Only**) to cover for training material, tea and lunch. Participants will have to arrange for their own travel, accommodation and upkeep while attending the course in Arusha. Payment may be in cash, cheques or TISS paid directly to our **Bank Account No. 014103007130 in the name of Institute of Accountancy Arusha, NBC, Arusha Branch. Early registration is highly encouraged and appreciated.**

## **6.0 DATE, DURATION AND VENUE:**

This course will be conducted from **11<sup>th</sup> – 13<sup>th</sup> March 2019 (3 days)** at the Institute of Accountancy Arusha, located at Njiro Hill-Arusha.

## **7.0 CONTACT PERSONS**

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

### **Course Director & Head of Department – Consultancy & Executive Development**

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### **Course Administrator**

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## **APPLY TO:**

The Rector  
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**Arusha.**

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