



THE UNITED REPUBLIC OF TANZANIA
INSTITUTE OF ACCOUNTANCY ARUSHA



SHORT COURSE ANNOUNCEMENT
ON
CONFIDENTIAL MANAGEMENT AT WORK PLACES

(04th – 08th March 2019 - IAA Arusha Campus, Arusha)

1.0 COURSE BACKGROUND

Companies contain a surprising amount of confidential information which needs to be communicated to external interest groups while retaining confidentiality. The need for confidential communication is not only found at an executive management level, but also in sales, financial administration, product development, human resources and customer service. The leak of information to competitors or the media can seriously damage business operations. It's of high importance to maintain the customer's trust and the company's reputation.

Nowadays customers demand fast service. When messages have to travel fast, traditional post is not an option. Our solution allows for secure and efficient electronic communication and services in all situations. Establishing rules in an information security policy are not alone a solution if users don't have adequate tools for communications.

2.0 COURSE OVERVIEW

The course is composed of the following topics; what are confidential issues, importance of managing confidential issues, impacts of confidential mismanagement and how to get rid of it, relationships in organization, managerial roles, effective communication and leadership skills.

3.0 COURSE RATIONALE

This course intends to impart participant's appropriate skills on "Confidential Management at Work Places". Doing so will make an organization to maintain its integrity and identity for prosperity. At the end of this course participants will be in a position to:

- Understand the whole concept of confidential management in an organization
- Assess the impacts of confidential mismanagement
- How to deal with confidential issues in an organization
- Build effective and efficient teams for good relationship and confidential management in organization
- Other ethical issues in organization

4.0 TARGET GROUP

This course is meant for ALL Customer Service Providers, Managers, Human Resource Officers, Accountants, Engineers, Supervisors, Bankers, Registry, Receptionists, Secretaries, Store Keepers, P.S, ICT Officers, Drivers and any other person who is interested.

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 & Mode of Payment:

The fee for the course is **TZS 970,000/=** (say **Nine Hundred and Seventy Thousand only**) per participant to cover for tuition fee, training materials, tea/coffee and lunch. 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.**

7.0 Date, Duration and Venue:

This course will be conducted from **04th – 08th March, 2019 (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:

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