



THE UNITED REPUBLIC OF TANZANIA
INSTITUTE OF ACCOUNTANCY ARUSHA



SHORT COURSE ANNOUNCEMENT
ON
CORE MANAGEMENT SKILLS FOR MODERN PROFESSIONALS

(22th – 26th October 2018 - IAA Arusha Campus, Arusha)

1.0 Course Background

This is a five (5) days executive development program designed to enable managers and other professionals to acquire competencies leading to exceptional success for management in the modern competitive environment. The course recognises that modern working environment anticipate individual performance, which leads the organisation to value delivery in all its services. In this case, the course is designed to enable participants to acquire core skills relevant for transition to managerial position, team leadership, or supervisory roles. Moreover, it enables those who are in managerial positions to enhance their skills for desired competences.

2.0 Course Contents

This Course will cover the following areas:

- i. The roles and challenges of becoming a leader/manager in the modern organizational setting.
- ii. Management planning techniques- goals setting, objectives alignment and results measurement
- iii. Team development strategies -delegate with confidence, deal with crises, and handle employee' problem
- iv. Verbal and non-verbal communication - clarity and impact.
- v. Hiring and keeping the best talent.

3.0 Course Outcomes

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

- i. Understand skills relevant to different managerial roles and how to acquire them
- ii. Apply management skills in addressing challenges facing modern organisations in value delivery
- iii. Know how to plan for the organisation and align operations with corporate plans
- iv. Design strategies necessary in developing and enhancing a performing team.
- v. Design the business continuity plan
- vi. Understand how to enhance the competence of subordinates for role delegation
- vii. Deliver verbal and non-verbal communication with clarity and impact.
- viii. Describe the process for recruiting and keeping the right talents in modern organisations.

4.0 Target Group

This course is intended for Directors, Managers, Heads of Departments, Supervisors, Human Resources Specialists, Academicians or any other person interested with management activities.

5.0 Methodology

This is a workshop, therefore we will use mixed methods in enabling trainees to acquire the desired knowledge. The outcome of the course will be achieved through lectures, case presentations and discussions.

6.0 Fees & Mode of Payment

The fee for the course is **TZS 900,000/=** (Nine Hundred Thousand Only) per participant to cover for tuition fee, training materials, breakfast 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.**

7.0 Date, Duration and Venue:

This course will be conducted from **22nd – 26th October, 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. Edison Wazoel Lubua (Course Director)

E-Mail: elubua@iaa.ac.tz and elubua@gmail.com ; Mob: +255 768 583848

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

E-Mail: pchogo@iaa.ac.tz and pamsekela@gmail.com Mob: +255 655 611512/759334659

Ms. Caroline Lucumay – Course administrator

E-mail: clucumay@iaa.ac.tz and lucumayc@gmail.com Mob: +255 782 993077/754 023059

APPLY TO:

The Rector

Institute of Accountancy Arusha

P.O. Box 2798, Njiro Hill, **ARUSHA**

E-Mail: iaa@iaa.ac.tz

Tel: + 255- 27 – 2549605/2549606/2549264/2549265

Fax: + 255 – 27 2549421