



THE UNITED REPUBLIC OF TANZANIA
INSTITUTE OF ACCOUNTANCY ARUSHA



SHORT COURSE ANNOUNCEMENT
ON
FLEET MANAGEMENT AND SUPERVISORY SKILLS IN ORGANIZATIONS

(18th – 28th February 2019 - IAA Arusha Campus, Arusha)

1.0 Course Background

Fleet management is the function that oversees, coordinates and facilitates various transport and transport related activities. Effective fleet management aims at reducing and minimizing overall costs through maximum, cost effective utilization of resources such as vehicles, fuel, spare parts, etc. The administration and financial management of fleet is very organisational specific. It largely depends on organizational requirements and policies. For example, in some organizations vehicles are restricted to specific projects and others utilize vehicle pools to serve multiple projects. Driving policies can vary from a strict reliance on a dedicated driver from the organization, to using staff to drive the vehicles. The administrative policies of the individual organization will dictate which approach will be utilized. This results in the custodian of the fleet management function to be very much dependant on organizational policies and structures. Fleet management underpins and supports transport related activities through the management of the assets that are used.

2.0 Course Contents

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

- a) Overview of Fleet management and Supervisory skills
- b) Fleet management systems (in-house and outsourced)
- c) Vehicle management (vehicle safety and security, staff safety, road safety, etc)
- d) Vehicle usage and disposal
- e) Vehicle Routing and Fuel management
- f) Fleet of drivers supervision
- g) Vehicle maintenance and up-keep
- h) Developing Organizational Fleet management Policy

3.0 Target Group

The course is intended for Transport managers from both public and private organizations, fleet operations officers from logistics companies, Operations managers from ports authorities, managers from clearing and forwarding companies, transport policy analysts, Directors of sections/departments, and any other personnel involved in transport management.

4.0 Methodology

The training will be delivered by competent and experienced facilitators in transport, fleet management logistics and supply chain management, both from inside and outside the Institute (experienced senior transport and fleet management officers from public entities and logistics companies have been invited to join with facilitation team). The course will be conducted through lectures, discussions and case studies analysis. Participants will be offered an opportunity to refocus, refresh and rededicate.

5.0 Fees & Mode of Payment:

The fee for the course is **TZS 1,250,000/=** (say One Million Two Hundred Fifty Thousand only) per participant to cover for tuition fee, training materials, tea/coffee, lunch and **a one day study tour to one of the National Park in Arusha**. 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 **18th – 28th February 2019 (9 working 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:

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