



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



**SHORT COURSE ANNOUNCEMENT**  
**ON**  
**LEADERSHIP, TEAM BUILDING AND COACHING SKILLS FOR DIRECTORS, HR**  
**MANAGERS AND SUPERVISORS FOR EFFECTIVE PERFORMANCE MANAGEMENT**

**(27<sup>th</sup> – 31<sup>st</sup> AUGUST, 2018 - IAA ARUSHA CAMPUS, ARUSHA)**

**1.0 Background**

Today's organization's operate in environments of continuous change. Changes in company strategy, the introduction of new products and increasing demands from customers all serve to challenge the knowledge and skills of managers. Effective communications and training are a prerequisite for any company who wishes their teams to adapt & deliver excellent results, but this is not enough.

Today's Manager must consider how they will assist their people to apply newly acquired knowledge and skills to be successful. By applying structured consultative coaching skills, it leads to self-motivation and an attitude that is oriented towards solutions and continual improvement rather than problems and avoidance. This constructive and progressive approach, if embedded into the culture of the company departments, will improve results, increase customer satisfaction levels and enhance staff motivation. This interactive and action packed coaching skills program helps turn managers or supervisors into effective coaches. Therefore, this course is designed to provide an overview to the use of leadership, Team building and Coaching skills in dealing with employees in order to contribute significantly to the organization, directorates and our Nation at large.

**2.0 Course Objectives**

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

- a. To provide individuals with a good understanding of Diversity and how they can address the challenges of diversity at workplace when comes to coaching
- b. To give effective feedback in a way that encourages positive change for growth of organization and Nation at large
- c. Learn how personal transformation occurs, through your own experience of transformation
- d. Increase your ability to reflect, notice, and self-correct
- e. Gain fluency in the domains of language, body, and emotion
- f. Understand leadership coaching as organizational intervention
- g. Build effective teams in the work place
- h. Define and practice elements of the coaching relationship
- i. Apply the concepts of adult development theory to your coaching and use of self as coach
- j. Understand and practice team and group coaching
- k. Apply the leadership skills in managing performance

### 3.0 Target Participants

This course is intended for:

- Experienced or newly appointed Managers and team leaders who want to create a supportive learning environment helping staff to improve their skills and knowledge and get the best out of their people
- Directors from Ministries and other government Institutions who wants to support their subordinates for the excellent achievements
- Line Managers who want to develop their staff in their current role and also longer term
- Human Resources Officers, Human Resources Directors and Line Managers, Head of Departments and any other person who is interested.

### 4.0 Course Fees & Mode of Payment:

The fee for the course is TZS 1,400,000/= (One Million Four hundred thousand only) per participant to cover for tuition fee, training materials, tea/coffee, lunch and visitation of 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.**

### 5.0 Date, Duration and Venue:

This course will be conducted for Five (5) working days from **27<sup>th</sup> – 31<sup>st</sup> August, 2018** at the IAA Main Campus, located at Njiro Hill Arusha.

### 6.0 Contact Persons

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

Mr. Thomas Sommy (Course Director)

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### APPLY TO:

The Rector

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