



THE UNITED REPUBLIC OF TANZANIA
INSTITUTE OF ACCOUNTANCY ARUSHA



SHORT COURSE ANNOUNCEMENT
ON
MANAGEMENT AND DIVERSITY AT WORK PLACES

(29th October – 02nd November 2018 - IAA Arusha Campus, Arusha)

1.0 Course Background

Management is very important in any Organization. You may be wondering why you need to study management. If one has majored in accounting or marketing or any field other than management, he/she may not understand how studying management is going to help you in his/her career. We can explain the value of studying management by looking at three things: the universality of management, the reality of work, and the rewards and challenges of being a manager. Generally, management is the art of properly use of resources.

In the other hand, diversity is defined as acknowledging, understanding, accepting, valuing, and celebrating differences among people with respect to age, class, traditions, gender, physical and mental ability, race, sexual orientation and spiritual practice. In any organization there must be people with different age, culture, gender and even classes but you may find them working together toward their common goal, this is most found in diverse place like in schools and colleges, and this is all about managing diversity.

2.0 Course Overview

The course is composed of the following topics;

- Management skills
- Managerial functions,
- Roles of a manager
- Rewards and challenges of being a manager
- Leadership skills
- Introduction to Diversity
- The Social Implication of Diversity
- Advantages of Diversity in Organizations
- Disadvantages of Diversity in organizations
- Increased Productivity and Innovation
- Challenges that Face Managers in Working with Diverse Populations and how to manage them.
- The Roles of the Manager towards Managing Diversity.

3.0 Course Rationale

The program will equip all managers/supervisors and employees on how to diverse populations for the growth of an organization economy. The emphasis will be on understanding the impact of diversity at work places. At the end of this course participants are expected to have acquired knowledge and skills in dealing with diverse population.

4.0 Target Group

This course is meant for ALL Directors, Managers, Officers, Board Members, Human and Administrative Personnel, Supervisors and Employees. .

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 950,000/=** (Nine Hundred and Fifty 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 **29th October – 02nd November, 2018 (5 days)** at the Institute of Accountancy Arusha, located at Njiru Hill-Arusha.

8.0 Contact Persons

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

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