



THE UNITED REPUBLIC OF TANZANIA
INSTITUTE OF ACCOUNTANCY ARUSHA



SHORT COURSE ANNOUNCEMENT
ON
MANAGING INSTITUTIONAL HUMAN RESOURCES AND SUCCESSION PLAN
DEVELOPMENT

(11th – 20th December 2018 - IAA Arusha Campus, Arusha)

1.0 Course Background

In today's competitive business environment, Government and non-governmental organizations are increasingly making effort to build and retain quality employees. Executives are involved in the War for Talents that allow Institutions to create Institutional excellence and continuously improve its bottom line. This course will enable participants to know how to integrate all components of human resources systems so as to attract, develop, appraise, retain the best people and develop a succession plan.

2.0 Course Rationale

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

- a) Understand an organization and Individual behaviours;
- b) Apply key principles of Management and leadership in globalized world;
- c) Apply new techniques to link Institutional success and effective human resources management;
- d) Explore contemporary issues in employment and labor relations in Tanzania.
- e) Develop Proactive talent management system;
- f) Assess and evaluate employee's performance;
- g) Identify, keep, develop and promote the best people;
- h) Monitor and evaluate organizational projects;
- i) Develop high trust work relationship;
- j) Design a conflict management and resolution strategies; and
- k) Develop Succession plan to insure Institutional sustainability.

3.0 Target Group

The course is intended for Human Resources Managers/Officers, Directors, Administrators, Head of Departments/Sections, consultants, trainers, mentors, Supervisors and any other interested person.

4.0 Methodology

The course will be conducted through lectures, discussions and case studies analysis. Participants will be offered an opportunity to refocus, refresh and re- dedicate.

5.0 Fees & Mode of Payment:

The fee for the course is **TZS 1,400,000/=** (say One Million Four hundred 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 **11th - 20th December 2018 (8 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:

Course Director

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