



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



**SHORT COURSE ANNOUNCEMENT
ON
MANAGEMENT AND LEADERSHIP DEVELOPMENT SKILLS**

(10th – 15th December 2018 - IAA Arusha Campus, Arusha)

1.0 Course Background

Outstanding managers are strategic decision makers. They have the self-discipline to manage themselves, the self-confidence to motivate teams, and the self-awareness to realize their true leadership potential. The Institute of Accountancy Arusha offers a portfolio of programs that can help you lead organizational change, foster a culture of creative thinking, and contribute to your company's success.

Each offering delves into the latest management theories and leadership best practices to help you master complex challenges and capitalize on emerging opportunities. Through hands-on exercises, interactive lectures, and dynamic discussions, you will learn how to maximize team productivity, drive breakthrough innovation, and secure a competitive edge for your organization.

Our five-day intensive Management and Leadership Development training programme is designed to provide promising executives and functional specialists with the skills, tools and competencies they require for effectively operating in today's constantly changing and challenging business environment.

2.0 Course Contents

This Course will cover the following areas:

- a. The Psychology of Achievement
- b. The effects of Attitude on leadership
- c. The power of Goal setting.
- d. Strategic Management
- e. Leadership and management skills
- f. Presentation and persuasion skills
- g. Motivations and change management skill
- h. Developing customer insights to expand market reach
- i. Negotiations skills
- j. The manager's role across business functions
- k. Team Building
- l. Decision making
- m. Stress Management

3.0 Course Outcomes

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

- Gain knowledge and understanding of leadership foundational theories and models
- Recognize how one's attitude affects on leadership and Develop a positive attitude

- Develop a sense of self-awareness through identifying a leadership vision, mission, style and values
- Demonstrate communication skills and the ability to interrelate with others.
- Understand what is meant by management and managerial effectiveness
- Identify the roles which are fulfilled while working as a manager
- Identify managerial activities that contribute to managerial effectiveness
- Identify a cause of stress in managerial life from a range covering mismatches between capabilities and role, player-manager tension and everyday stressors
- Understand time pressures and the need for time management.

4.0 Target Group

This course is designed to enhance the skills of the following groups of people: Chief executives, Administrator, Organizational Manager, Marketing Manager, Business Consultant, Planning Specialist, Brand Manager, Corporate Service Manager, Development Manager, Executive Assistant and other professionals with similar functions.

5.0 Methodology

The Teaching methodology will include: lectures, case studies, group discussions and presentations.

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, tea/coffee 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 is highly encouraged and appreciated.**

7.0 Date, Duration and Venue:

This course will be conducted from **10th – 15th December, 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:

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APPLY TO:

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