WORKSHOP ANNOUNCEMENT
EFFECTIVE CONDUCT OF MEETINGS, REPORT AND MINUTE WRITING COURSE

1.0 INTRODUCTION
The Institute of Accountancy Arusha has decided to organize a five - day workshop on Effective Conduct of Meetings, Report and Minute Writing. The workshop will be conducted by experienced and knowledgeable people, who have been conducting meetings, writing reports and minutes for more than ten (10) years, drawn from across East African Countries.

2.0 COURSE OBJECTIVE AND OUTCOMES
2.1 Objective
The overall objective of this course is to enable participants be able to understand and appreciate on how to Conduct Meetings Effectively, properly Taking Minutes of Meetings and Writing Reports.

2.2 Outcomes
At the end of the course participants will be able to:
(1) Conduct the meeting effectively;
(2) Setting Items of Agenda of the meetings;
(3) Record/take the Meeting Minutes;
(4) Writing different Reports
(5) Recording decisions and actions; and
(6) Creating the right environment for conducting meetings.

3.0 COURSE CONTENT
The course will cover the following areas:
(1) Role of Meetings;
(2) Types of Meetings/Committees;
(3) Conducting/Managing Effective Meetings;
(4) Role of Chairpersons to the Meetings;
(5) Role of Secretary to the Meetings;
(6) Agenda of Meetings;
4.0 TARGET PARTICIPANTS
This short course is intended for anybody who arranges and records/takes minutes at the meetings, and write reports in the organization. The target people are Secretaries to the Company Boards/Organizations, Secretaries to Chief Executive Officers (CEOs), Secretaries to Tender Boards/Committees, and Secretaries to different Committees within the Organizations.

5.0 METHODOLOGY
The course outcomes will be achieved through lectures, discussions/sharing practical experiences, practical exercises/case studies, and simulation of meeting exercises, report and minutes writing.

6.0 FEES & MODE OF PAYMENT
The fee for the course is TZS 1,000,000/= (One million Tanzanian Shillings only) to cover for course materials, tea/coffee, and lunch. Payment may be in cash, cheques or bankers draft or TISS paid directly to our Bank Account No. 014103007130 NBC, Arusha Branch in the name of Institute of Accountancy Arusha.

7.0 DATES & VENUE
This course will be conducted from May 8 – 12, 2017 (five days) at the Institute of Accountancy Arusha – Njiro Hill, Arusha.

8.0 CONTACT PERSONS
For more details you may contact the following:

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