



INSTITUTE OF ACCOUNTANCY ARUSHA



SHORT COURSE ANNOUNCEMENT ON: TALENT MANAGEMENT AND SUCCESSION PLANNING

1.0 Course Overview

An organization's greatest resource should be its people, but too often talent is under-utilized. This Talent Management and Succession Planning course will equip the participants with the tools and strategies they need to develop talents in their teams, units or departments as well as identifying high potential individuals and creating succession plans for key and critical roles in their team. The participants will identify, keep, develop and promote the best people in their teams or departments. The course is therefore aimed at staff members who are responsible for managing staff in the organization, mainly mid-level and first line managers.

2.0 Course Contents

Our course is engaging and interactive which looks at key tools, techniques and principles to build the talent pipeline and succession plans in the organization. The content for the course may include many of the topics listed below, and any additional material that the trainers feel is relevant.

- Recognizing Talent and Matching it to your organizational need
- Talent Management Continuum
- Developing an Effective Talent Management Strategy for your organization
- Identifying, Developing and Promoting the best people
- Planning for Your Successor(s)
- Linking Talent Management Strategies to Succession Planning
- Creating a Culture that Nurtures Talent
- Wrap Up and Back Home Action Plan

3.0 Methodology

Although the course takes place in the classroom, training style is dynamic with a focus on skills practice. Drawing on participants' own experience, we will work through real life examples to identify key people and critical roles. This approach will enable participants to immediately translate what they learn in the classroom into a series of practical actions they can take back in the workplace to develop the talent pipeline and succession plans within their organizations.

4.0 Fees

The fee for the course is Tsh 950,000/= (Nine hundred fifty thousand only) to cover for training materials, tea and lunch. Payment may be in cash, cheque or bankers draft addressed to the Rector, Institute of Accountancy Arusha or directly to our Bank Account No. **014103007130 NBC**, Arusha Branch.

An organization nominating five or more participants will be entitled to a discount of up to 20% per participant.

5.0 Dates & Venue

This course will be conducted for one week from **Monday 21st - Friday 25th May, 2018** at the Institute of Accountancy Arusha – Njiro Hill.

Note: *An Organization can request a tailor-made course at designated dates and venue*

6.0 Contact Persons

For more details or confirmation, kindly contact the following:

Course Director

Dr. Grace Idinga, E-mail: gidinga@iaa.ac.tz; graceidinga@yahoo.com Cell: +255 754045145; +255 786045145

Head of Department - Consultancy & Executive Development

Mr. Papias Njaala, E-Mail: pnjaala@iaa.ac.tz Cell: +255 784 436286; +255 777236286

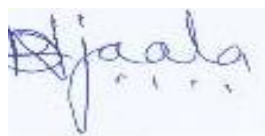
Course Administrator

Ms Lilian Minja, E-mail: lminja@iaa.ac.tz Cell: +255 767 214513; +255 786111174

We thank you for your cooperation and support, kindly confirm your attendance one week before the commencement of the course for our preparations.

Yours sincerely,

INSTITUTE OF ACCOUNTANCY ARUSHA



**Papias Njaala
FOR RECTOR**

NB: *If you have a disability or special needs, please inform us in advance*