



THE UNITED REPUBLIC OF TANZANIA
INSTITUTE OF ACCOUNTANCY ARUSHA



SHORT COURSE ANNOUNCEMENT
ON
ADMINISTRATION AND LEADERSHIP SKILLS FOR
ADMINISTRATIVE OFFICERS

(10th – 15th June 2019 - IAA Arusha Campus, Arusha)

1.0 COURSE BACKGROUND

This course is designed to provide modern skills for Administrator and Supervisors in dealing with employees in order to contribute significantly to the organization and our nation at large. It also gives an opportunity to learn how to undertake proper inventory records and writing different reports for special activities at a different period of times. Apart from that as a Supervisor/Administrator we will understand well how to supervise subordinates with different behavior in order to attain Organization objectives and improve customer service within and outside the Organization. Good Leadership and Administration Skills will increase motivation and conducive environment employees

2.0 COURSE RATIONALE

The course intends to impart participant's cutting-edge Administrative and Supervisory skills which will enable them to improve performance at their working places. It will also broaden their skills on how to manage the diverse society and groups in the Organization.

3.0 COURSE BENEFITS AND OUTCOME

At the end of this course participants will be in a position to:

- (i) Enhance modern administrative skills at their working places
- (ii) Understanding Supervisory skills
- (iii) Practice ethical issues in their organization
- (iv) Improve work performance and Customer care
- (v) Polish their subordinates/colleagues relations
- (vi) To attain proper inventory records
- (vii) To attain proper stock taking reports and reconciliation
- (viii) Polish their people relations skills

4.0 TARGET PARTICIPANTS

This short course is intended for Supervisors, Administrative Officers, Human Resource Officers, Community Leaders, Employees and any other person who might be interested to acquire those skills.

5.0 METHODOLOGY

The course will be conducted through lectures, discussions and assignments and case studies analysis.

6.0 FEES & MODE OF PAYMENT:

The fee for the course is **TZS 1,200,000/=** (say **One Million Two Hundred Thousand only**) to cover for training material, 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 to 15th June 2019 (6 working 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:

Course Director

Ms. Lilian Minja E-mail: iminja@iaa.ac.tz and Lilysta19@yahoo.com
Cell phone: 0713214513 and 0767214513

Head of Department – Consultancy & Executive Development

Pamela Chogo E-mail: pchogo@iaa.ac.tz and pamsekela@gmail.com
Cell phone +255 655 611512 and +255759334659

Course Administrator

Ms. Caroline Lucumay E-Mail: clucumay@iaa.ac.tz and lucumayc@gmail.com
Cell phone: +255 782 993 077 and +255 652 379 888

NB: *Early confirmation is highly appreciated.*

APPLY TO:

The Rector
Institute of Accountancy Arusha
P.O. BOX 2798
Arusha.

E-Mail: iaa@iaa.ac.tz

Tel: + 255- 27 – 2549605/2549606/2549264/2549265

Fax: + 255 – 27 2549421