



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



**SHORT COURSE ANNOUNCEMENT**  
**ON**  
**MANAGERIAL SKILLS, STRESS AND FRUSTRATION MANAGEMENT IN THE**  
**ORGANIZATION**

**(09<sup>th</sup> – 13<sup>th</sup> September 2019 - IAA Arusha Campus, Arusha)**

**1.0 COURSE BACKGROUND**

This course is intends to impart participant's cutting-edge managerial skills which will enable them to improve performance at their working places. It will also broad them on how to manage the diverse society.

**2.0 COURSE OVERVIEW**

This course is composed of the following topics; Managerial Functions, Decision Making, Delegation ,Motivating Employees, Hiring, Disciplining Employees, Performance Evaluation, Developing Employees, Effective Communication, Team Building, Politics in Organization, Managing Stress and Frustration

**3.0 COURSE BENEFITS/OUTCOMES**

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

- Understand and apply managerial functions at their working places
- Assess employees performance
- How to practice effective communication in their organization
- Build effective and efficient teams
- Manage stress and frustrations
- Employee performance

**4.0 TARGET GROUP**

This course is intended for ALL Directors, Managers, Human Resource Officers, Accountants, Engineers, Supervisors, Bankers, Community Leaders, Employees and any other person who is interested.

**6.0 METHODOLOGY**

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

**7.0 FEES & MODE OF PAYMENT**

The fee for the course is **TZS 900,000/=** (say **Nine Hundred Thousand Only**) per participant to cover for tuition fee, training materials, tea/coffee and lunch. 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.

### **8.0 Date, Duration and Venue:**

This course will be conducted from 09<sup>th</sup> – 13<sup>th</sup> September, 2019 at the Institute of Accountancy Arusha, located at Njiro Hill-Arusha.

### **9.0 Contact Persons**

For more details please don't hesitate to contact any of the following:

#### **Course Director**

Mr. Gipson Kinisa      E-mail: [Golekinisa@iaa.ac.tz](mailto:Golekinisa@iaa.ac.tz) and [raphaelgipson@yahoo.com](mailto:raphaelgipson@yahoo.com)  
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#### **Head of Department – Consultancy & Executive Development**

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#### **Course Administrator/Secretary**

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### **APPLY TO:**

The Rector  
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