



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



**SHORT COURSE ANNOUNCEMENT**  
**ON**  
**SIGNIFICANCE OF HUMAN RESOURCES MANAGEMENT**  
**SKILLS FOR EFFECTIVENESS AND EFFICIENT**  
**ORGANIZATION PERFORMANCE**

(10<sup>th</sup> – 15<sup>th</sup> June 2019 - IAA Arusha Campus, Arusha)

**1.0 COURSE BACKGROUND**

This course is designed to provide an overview the use of HR and Administrative Skills in dealing with employees in order to contribute significantly to the organization and our nation at large. It also gives awareness how human resources are very important in succession of the Organization as employees are the most important assets that if well imparted with required skills they lead to improve Organization performance to achieve it's goals, so there is a need for the Organization to Invest in updating skills and its employees.

**2.0 COURSE RATIONALE**

The course intends to impart participant's cutting-edge HR and Administrative skills that will enable them to improve performance and promote productivity at the work places. It will also broaden their skills on how to manage the diverse society.

**3.0 COURSE OUTCOME AND OBJECTIVES**

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

- (i) Understand the role of HR in Organization Productivity
- (ii) Understand and apply HR skills at their working places
- (iii) Understanding HRP
- (iv) Develop and use employees performance assessment tools
- (v) Formulate and apply HR Policy in an Organization (Code of conduct, Ethical issues and handling complaints & grievances)
- (vi) Understanding in-house chains of Command
- (vii) Essential Administrative Skills

**4.0 TARGET PARTICIPANTS**

This short course is intended for Administrative Managers, Human Resource Officers, Supervisors, Administrators, Employees and any other person who is interested.

## 5.0 METHODOLOGY

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

## 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 **10<sup>th</sup> to 15<sup>th</sup> 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](mailto:iminja@iaa.ac.tz) and [Lilysta19@yahoo.com](mailto:Lilysta19@yahoo.com)  
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### Head of Department – Consultancy & Executive Development

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### Course Administrator

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**NB: *Early confirmation is highly appreciated.***

### APPLY TO:

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