



THE UNITED REPUBLIC OF TANZANIA
INSTITUTE OF ACCOUNTANCY ARUSHA



SHORT COURSE ANNOUNCEMENT
ON
HUMAN CAPITAL MANAGEMENT SKILLS FOR THE CONTEMPORARY
ORGANIZATIONS

(17th – 28th JUNE 2019 - IAA Arusha Campus, Arusha)

1.0 COURSE OVERVIEW

This course is designed to provide an overview to the use of Human capital management skills for contemporary organizations and Team building and Coaching skills in dealing with employees in order to contribute significantly to the organization, directorates and our Nation at large.

2.0 COURSE RATIONALE

Today's manager must consider how they will assist their people to apply newly acquired knowledge and skills to be successful. By applying structured consultative coaching skills, it leads to self-motivation and an attitude that is oriented towards solutions and continual improvement rather than problems and avoidance. This constructive and progressive approach, if embedded into the culture of the company departments, will improve results, increase customer satisfaction levels and enhance staff motivation. This interactive and action packed coaching skills program helps turn managers or supervisors into effective coaches.

3.0 BENEFITS OF THE COURSE

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

- a. Increase your ability to reflect, notice, and self-correct
- b. Understand leadership coaching as organizational intervention
- c. Build effective teams in the work place
- d. Apply the concepts To provide individuals with a good understanding of Diversity and how they can address the challenges of diversity at workplace when comes to coaching
- e. The essential stages of Performance Management
- f. Setting objectives and evaluating performance
- g. Effective Performance Appraisals – making them work for all
- h. Building employee engagement, motivation and loyalty
- i. Managing absence effectively and managing discipline and grievance

- j. To give effective feedback in a way that encourages positive change for growth of organization and Nation at large
- k. Understand and practice team and group coaching
- l. The essential stages of Performance Management
- m. Setting objectives and evaluating performance
- n. Effective Performance Appraisals – making them work for all
- o. Building employee engagement, motivation and loyalty
- p. Managing absence effectively and managing discipline and grievance
- q. Pay and reward, compensation and benefits
- r. Best Practice for recruitment and selection
- s. Understanding competencies and behavioral interviewing
- t. The new employee – induction planning and getting up to performance

4.0 TARGET PARTICIPANTS

This short course is intended for the:

- ✓ For experienced or newly appointed Managers and team leaders who want to create a supportive learning environment helping staff to improve their skills and knowledge and get the best out of their people
- ✓ Directors from Ministries and other Government Institutions who wants to support their subordinates for the excellent achievements
- ✓ Line Managers who want to develop their staff in their current role as well as longer term
- ✓ Human Resources Officers, Human Resources Directors and Line Managers, Head of Departments

5.0 METHODOLOGY

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

6.0 FEES & MODE OF PAYMENT:

The fee for the course is **2,500,000/-** (say **Two Million Five Hundred Thousand only**) per participant to cover for training material, tea/coffee lunch and visitation of National Park in Arusha. 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 for five (5) from **17th to 28th June 2019** 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

Mr. Thomas Sammy

E-Mail: tsommy@iaa.ac.tz and thomassommy@yahoo.co.uk;

Cell phone: +255 765 392 711

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

Administrative 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

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