



THE UNITED REPUBLIC OF TANZANIA
INSTITUTE OF ACCOUNTANCY ARUSHA



SHORT COURSE ANNOUNCEMENT
ON
EFFECTIVE MANAGEMENT OF MEETINGS, MINUTES
TAKING AND REPORT WRITING

(19th – 23rd August 2019 - IAA ARUSHA CAMPUS, ARUSHA)

1.0 COURSE BACKGROUND

One of the key pillars of good governance practices is participatory decision-making process through meetings. Meetings provide avenues through which decisions are made. The decisions made can affect stakeholders' welfare either positively or negatively, based on the effectiveness of the decision-making process through meetings. In order to have high quality decisions through meetings, participants need to have adequate competencies. These competencies enable them to circumvent the various meeting dynamics that emanate from either participants' personalities or differences of interests regarding matters under discussion. Besides, the decisions made in a meeting can only be regarded as authentic for future references, if they are documented as a true reflection of the discussions that transpired in a meeting where those decisions were made. The documentation of such a process requires requisite skills for minutes taking and report writing. Therefore, this course aims at bridging the knowledge gap on management of meetings, minutes taking, and report writing to attain the expected effectiveness and efficiency.

2.0 LEARNING OUTCOMES

This course aims at attaining the following learning outcomes:

- a. Apply High quality decisions through adaptation of six thinking hats in decision making process.
- b. Efficient management of meetings through proper coordination of members' contributions
- c. Clear, complete, accurate, concise, and coherent minutes through effective note taking and minutes writing techniques.
- d. Proper tone and presentation of the minutes through formal writing style, format, and language.
- e. Consensus-building through proper interpersonal relational skills.

3.0 TARGET PARTICIPANTS

This short course is intended for a person whose responsibilities entail decision-making process through meetings. The intended participant may have the role of the chair, secretary or minutes taker, ordinary

member, or an invitee to a meeting. In addition, all those with managerial roles in an organisation will find this course very handy.

4.0 TEACHING METHODOLOGY

Teaching methodology will include: lectures, case studies, group discussions and presentations.

5.0 FEES & MODE OF PAYMENT:

The fee for the course is **TZS 1,000,000/=** (say **One Million 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.

6.0 DATE, DURATION AND VENUE:

This course will be conducted from **19th to 23rd August 2019 (Five working days)** at the Institute of Accountancy Arusha, located at Njiro Hill-Arusha.

7.0 CONTACT PERSONS

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

Course Directors

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NB: Early confirmation is highly appreciated.

APPLY TO:

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