



# THE UNITED REPUBLIC OF TANZANIA

## INSTITUTE OF ACCOUNTANCY ARUSHA



### SHORT COURSE ANNOUNCEMENT ON CORE SKILLS FOR MODERN HUMAN RESOURCES MANAGEMENT AND LABOUR DISPUTES RESOLUTION

(19<sup>th</sup> – 23<sup>rd</sup> August 2019 - IAA Arusha Campus, Arusha)

#### 1.0 COURSE BACKGROUND

The CME is a training company, based in Arusha-Tanzania, established to conduct training and consultancies in different areas. Currently, the CME is inviting its stakeholders to an **Executive Short Course** designed to enhance the knowledge of professionals engaged in the management of employees. The purpose is to enable participants to acquire skills necessary to uplift their performance ability in management. The short course considers our modern operating environment where value delivery is key for the organisation to remain competitive. The assumption is that these leaders must be able to influence the performance of others through what they put to practice, in their daily activities. Therefore, the course provides the required practical knowledge for management aspects such as:

#### 2.0 LEARNING OBJECTIVE

The learning objective of this short course is to enable participants to enhance their skills for managing human resources through: proper planning, management of the plan and people, effective recruitment, and practicing recommended labour procedures for disputes resolution.

#### 3.0 TRAINING CONTENTS

- **Developing a human resource operational plan**
  - Understanding the role of the strategic plan in formulating HR operational plan
  - Understand how to develop operational goals from the business plan
  - Understand how to set indicators (KPI) for established operational goals
  - Understand the role of communication in making the operational plan a success
- **Key elements for people management skills**
  - Understand the role of proper planning in management
  - Know how to select the appropriate communication strategy, based on the nature of the organisation
  - Know approaches for making different levels of decisions in the organisation
  - Know how to motivate employees of different categories, and its value to the performance of the organisation

- **Recruiting, retaining and succession planning for all cadres of employees**
  - Understand how to attract the right candidate for different cadres of employment
  - Understand how to conduct a fair selection process
  - Understand how to employ cost effective methods for recruitment
  - Understand challenges relating to recruitment, and their rationale.
  
- **Learning how to promote best practices for labour disputes resolutions**
  - Understand the nature of labour disputes affecting our Morden organisation
  - Understand legal provisions for addressing disputes
  - Understand the framework for labour disputes resolution applicable to local and multinational employees
  
- **Developing the performance measurement system**
  - Procedures for developing the performance measurement system
  - Lessons from existing performance measurement systems –OPRAS and Balanced Score Card

#### **4.0 TARGET PARTICIPANTS**

This Executive short course is relevant to HR professionals, Managers, Directors, and other Head of Units involved in the supervision of people. It is relevant for those working with government and non-governmental organisations.

#### **5.0 METHODOLOGY**

The course will be conducted through oral presentation, case studies and class discussions.

#### **6.0 FEES & MODE OF PAYMENT:**

The fee for the course is **TZS 1,000,000/=** (say **One Million only**) per participant to cover for tuition fee, training material, tea 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 **19<sup>th</sup> – 23<sup>rd</sup> August 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**

Our training coordinator is **Dr. Edison Wazoel Lubua**. Lubua has worked as a Senior Lecturer, consultant and Administrator with different reputable Institutions. Dr. Lubua has both teaching and practical experience on

corporate management. Lubua can be contacted through 0768583848, or 0624024255. The email address is: [elubua@gmail.com](mailto:elubua@gmail.com). Another trainer is **Ms. Flaviana Chacha**. She is a trainer who has been working at the labour office, coordinating trainings on disputes resolution.

**Head of Department – Consultancy & Executive Development**

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**Course Administrator**

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**APPLY TO:**

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