



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



**SHORT COURSE ANNOUNCEMENT**  
**ON**  
**ORGANIZATIONAL CHANGE MANAGEMENT**

**(02<sup>nd</sup> – 06<sup>th</sup> September 2019 - IAA Arusha Campus, Arusha)**

**1.0 COURSE BACKGROUND**

Most of us don't like change. Change can bring huge benefits, but unless you deal with people's real and imagined fears and concerns, most of us will try to avoid it. This course is suitable for anyone involved in change in the workplace. The course explores the things that happen before, during and after change. It offers practical tools to make potentially difficult situations more manageable.

**2.0 COURSE OVERVIEW**

It will start with a discussion of the different types of change and the effects change may have on different people. The purpose of doing so is explored and set the benchmark whereby delegates will share experiences.

**3.0 COURSE RATIONALE**

This course deals with equipping both employers and employees on how to adopt changes encountered by organization. At the end of this course participants will be in a position to:

- Understanding of the impact of change
- Supporting and preparing for impending changes
- Managing others through changes in your workplace
- Getting buy-in; dealing with resistance
- Avoiding the 'tyranny of positivity'
- Managing your organization through difficult changes
- Becoming an 'agent for change'
- Building and maintaining good working relationships
- Planning for the successor/succession plan and management
- Gaining increased confidence and motivation
- Team building at work places
- Use of effective communication at work places
- Change management

#### **4.0 TARGET GROUP**

This course is intended for Directors, Managers, bankers, heads of sections/department of any area and employees, civil society representatives, internal control specialists and officers and any other person who want to acquire these skills.

#### **5.0 METHODOLOGY**

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

#### **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 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.**

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

This course will be conducted from **02<sup>nd</sup> – 06<sup>th</sup> September, 2019 (5 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**

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

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

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#### **APPLY TO:**

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