



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



**SHORT COURSE ANNOUNCEMENT**  
**ON**  
**ORGANISATION PERFORMANCE REVIEW AND TRAINING**  
**NEEDS ASSESSMENT SKILLS**

(24<sup>th</sup> – 29<sup>th</sup> June, 2019 - IAA Arusha Campus, Arusha)

**1.0 COURSE BACKGROUND**

This course is designed to provide an overview to Managers, Supervisor's and Administrator's skills in dealing with employees in order to develop their careers, to cope with Organization standards and to attain organization goals. It will also influence creativity and innovation to improve individual performance, knowing that are part of the Organization and the most important asset if well imparted with required skills which final will improve the Career Development and Organization performance and achieve Organization goals, therefore, there is a need for the Organization to Invest in updating employees through skills and job rotation through their performance report.

**2.0 COURSE RATIONALE**

The course aims to provide tools to measure performance standards towards employees, where the outcome will bring the necessity of training to employees for betterment of Career Development Plan (CDP) and Personal Development (CD) in order to improve performance standards 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 Organizational/Administrative Units and set goals
- (ii) Understand the determination of set Performance Review Agreement.
- (iii) Understand the role of Administrator and Human Resource Personnel in the whole process of Training Needs Assessment and performance review process.
- (iv) Understand performance review agreement process and its outcome.
- (v) Understanding Performance Review Assessment
- (vi) Understand how PRA results to Training Needs Assessment.
- (vii) Understand how to evaluate performance in an organization
- (viii) Understanding Training Needs Assessment
- (ix) Develop and use employees performance assessment tools

#### **4.0 TARGET PARTICIPANTS**

This short course is intended for 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, 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 1,500,000/=** (say **One Million Five Hundred Thousand only**) to cover for training material, tea/coffee, lunch and trip to Arusha National Park. Participants will have to arrange for their own travel, accommodation and upkeep while attending the course in Arusha. Payment in cash is not allowed, only cheques or TISS paid directly to our **Bank Account No. 014103007130 in the name of Institute of Accountancy Arusha, NBC, Arusha Branch.**

#### **7.0 DATE, DURATION AND VENUE:**

This course will be conducted from **24<sup>th</sup> – 29<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**

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

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##### **Course Administrator**

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#### **APPLY TO:**

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