



THE UNITED REPUBLIC OF TANZANIA
INSTITUTE OF ACCOUNTANCY ARUSHA



SHORT COURSE ANNOUNCEMENT
ON
SUPERVISORY AND MANAGEMENT SKILLS FOR MIDDLE LINE MANAGERS AND
SUPERVISORS

(17^h – 21st June, 2019 - IAA Arusha Campus, Arusha)

1.0 COURSE OVERVIEW

The supervising is the most important task in any organization which controls a large portion of the organization's costs. With its importance to the organization, supervision activity need to be decided keenly and with great care. However, there is a gap between organization plans and the implementation of these plans which is done by supervisors. Supervisors need to acquire specific supervisory skills for excellent achievement of organization goals. This programme is designed in such a way that middle line managers and supervisors will be able to improve their supervisory skills for the extraordinary performances in their workplaces.

The programme targets middle line managers and supervisors, head of units and sections, head of departments and directorates and any other person who is interested to improve his/her supervisory skills.

2.0 CONTENT OF THE TRAINING

The coverage includes:

- Best Practice in Organization Management
- Supervisory skills-setting targets and monitoring
- Public Relations and communication Skills
- Decision making techniques
- Developing inner drive towards achieving organizational goals
- Problem solving skills
- Personal effectiveness- building positive attitude, confidence, proper dressing and grooming and presentation skills
- Team building
- Report writing skills

3.0 TARGET GROUP

The course is intended for Middle Line Managers, Human Resources Managers, Heads of Department/sections Administrators and Supervisors.

4.0 METHODOLOGY

The course will be conducted through lectures, discussions and field cases.

5.0 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 and lunch. Participants will have to arrange for their own travel, accommodation and upkeep while attending the courses in Arusha. Payment may be in cash, cheques or bankers draft or TISS paid directly to our **Bank Account No. 014103007130 NBC, Arusha Branch.**

6.0 DATE, DURATION AND VENUE:

This course will be conducted from 13th to 17th May, 2019 at the Institute of Accountancy Arusha – Njiro Hill.

7.0 CONTACT PERSONS

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

Course Director

Ms. Eliakira Nnko E-mail: ennko@iaa.ac.tz and ennkoy2000@yahoo.com
Cell phone: +255 754 625 669 and +255 715 625 669

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

Course 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