



THE UNITED REPUBLIC OF TANZANIA
INSTITUTE OF ACCOUNTANCY ARUSHA



SHORT COURSE ANNOUNCEMENT
ON
HUMAN RESOURCES MANAGEMENT SKILLS FOR TODAY'S LEADERS AND
PROFESSIONALS

(06th – 10th May 2019 - IAA Arusha Campus, Arusha)

1.0 COURSE BACKGROUND

In today's challenging and competitive global market, employee engagement is paramount, as is retaining talent within the organization. Therefore, anybody with a responsibility for managing staff requires an understanding of HR Management best practice in order to get the best out of their team, avoiding pitfalls along the way. This course provides the essential practical knowledge and tools to enable leaders to skillfully tackle HR Management issues themselves.

Participants will develop the following competencies:

- Building good working relationships with others
- Lead, listen, challenge, communicate, be fair, respond to suggestions and deal with problems
- Help and support employees to take more responsibility
- Build highly effective and productive teams

2.0 COURSE OBJECTIVE

This exciting course is aimed for participants to explore a complete overview of People Management best practices. This will enable delegates to lead their staff in a more effective way. A highly practical approach will also enable participants to focus on issues that impact most on themselves and their own organizations.

3.0 COURSE CONTENTS

Day 1: Management's HR Responsibilities

- Traditional management responsibilities
- Relationship between HR and the line and devolving responsibility down the line
- Enabling HR policies and practices
- Directing and guiding the work of others
- Dealing with conflicting priorities and role overload

Day 2: People Management

- Traditional HRM activities
- Successful Change Management
- Human Resource Planning – securing the people resources
- Talent recognition and succession planning
- The critical issue of employee engagement
- Communications and employee voice

Day 3: Recruiting, Retaining and Rewarding Employees

- Job descriptions and person specifications
- Pay and reward, compensation and benefits
- Best Practice for recruitment and selection
- Understanding competencies and behavioral interviewing
- The new employee – induction planning and getting up to performance
- Retaining talented staff

Day 4: Performance Management

- The essential stages of Performance Management
- Setting objectives and evaluating performance
- Effective Performance Appraisals – making them work for all
- Building employee engagement, motivation and loyalty
- Managing absence effectively and managing discipline and grievance

Day 5: Training and Development

- Training needs analysis- collection of data and identification of needs
- Team Development – Coaching and Feedback
- Training for current job needs and development for future challenges
- Methods of adult learning – not just training courses
- Identifying and developing a successor
- Personal action planning

4.0 TARGET PARTICIPANTS

The course is intended for Team leaders, supervisors, junior, middle and senior management who need to gain a better understanding of the implications that People Management practices have on their day to day decisions. HR professionals considering empowering line management All other professionals who have an interest in the subject

5.0 METHODOLOGY

There will be input from a highly experienced facilitator together with case studies to enhance learning. Discussions, and case studies will allow delegates to get fully involved and understand the practical implications of the learnings.

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 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 **06th – 10th May 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:

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