



NATIONAL INSTITUTE FOR PRODUCTIVITY PERFORMANCE IMPROVEMENT TRAINING PROGRAMMES JULY, 2015 – JUNE, 2016

Programme	Target Participants	Dates	Venue	Tuition Fee (Tsh.)
Corporate Social Responsibility (CSR) Management	All those involved in social responsibility issues/ matters	14/09/2015 - 18/09/2015 15/02/2016 - 19/02/2016 13/06/2016 - 17/06/2016	Arusha	850,000/=
Productivity Management	Production Managers/ Officers, Operations Managers/ Officers, Engineers and Technicians in administrative or supervisory positions	05/10/2015 - 16/10/2015 07/03/2016 - 18/03/2016 13/06/2016 - 24/06/2016	Morogoro	975,000/=
Results - Based Management	Programme Managers/ Officers, Project Managers/ Officers.	05/10/2015 - 09/10/2015 15/02/2016 - 19/02/2016 09/05/2016 - 13/05/2016	Arusha	850,000/=
Senior Drivers and Transport Officers Course	Transport and Logistics Officers, Senior Drivers	17/08/2015 - 04/09/2015 09/11/2015 - 27/11/2015 29/02/2016 - 18/03/2016 06/06/2016 - 24/06/2016	Morogoro	1,350,000/=
Management of Public Relations and Customer Care	Public Relations Managers/ Officers, Communications Managers/ Officers, Customer Relations Managers/ Officers	24/08/2015 - 04/09/2015 26/10/2015 - 06/11/2015 07/03/2016 - 18/03/2016 13/06/2016 - 24/06/2016	Morogoro	975,000/=
Production Management	Production Managers/ Officers, Production Engineers and Technicians from processing and manufacturing industries	07/12/2015 - 18/12/2015 09/05/2016 - 20/05/2016	Morogoro	975,000/=
Conflict Management and Partnership Building Skills	Human Resources Managers/ Officers, Public Relations Managers/ Officers, Trade Union Leaders, Mediators; Leaders of NGOs/CBOs, CSOs and FBOs	24/08/2015 - 28/08/2015 09/05/2016 - 13/05/2016	Morogoro	715,000/=
Quality Management	Quality Control Managers/ Officers, Production Engineers/ Managers, All those interested in acquiring total quality management skills	24/08/2015 - 04/09/2015 07/12/2015 - 18/12/2015 09/05/2016 - 20/05/2016	Morogoro	975,000/=
Training Management	Training Managers/ Officers, Human Resources Managers/ Officers, Administrative Managers/ Officers, All those involved in training matters	14/09/2015 - 25/09/2015 07/12/2015 - 18/12/2015 07/03/2016 - 18/03/2016	Morogoro	975,000/=
Human Resource Management	Human Resource Managers/ Officers, Administrative Managers/ Officers, All those involved in human resource management issues	05/10/2015 - 16/10/2015 07/12/2015 - 18/12/2015 15/02/2016 - 26/02/2016 09/05/2016 - 20/05/2016	Morogoro	975,000/=
Supervisory Skills Development	All those entrusted with supervisory responsibilities	24/08/2015 - 04/09/2015 26/10/2015 - 06/11/2015 15/02/2016 - 26/02/2016 13/06/2016 - 24/06/2016	Morogoro	975,000/=
How to Read, Analyse and Interpret Financial Statements	Board Members, Key decision makers in City/ Municipals/ Town / District Councils, All those in managerial positions without formal training related to reading, analysing and interpreting financial statements	16/11/2015 - 20/11/2015 15/02/2016 - 19/02/2016 09/05/2016 - 13/05/2016	Morogoro	715,000/=
Managerial Skills Development	Directors, Managers, All those in managerial positions.	14/09/2015 - 25/09/2015 16/11/2015 - 27/11/2015 07/03/2016 - 18/03/2016 13/06/2016 - 24/06/2016	Morogoro	975,000/=
Monitoring and Evaluation of Development Projects	Project Managers/ Officers, Project Coordinators, Planning Officers, Project Accountants, Policy Makers, Sponsors, All those engaged in development projects	14/09/2015 - 18/09/2015 16/11/2015 - 20/11/2015 13/06/2016 - 17/06/2016	Morogoro	715,000/=
Project Planning and Management	Policy Makers, Planning Officers, Business Managers, Investment Project Officers, Project Managers, Project Sponsors, Programme Managers and Coordinators	05/10/2015 - 16/10/2015 07/03/2016 - 18/03/2016 13/06/2016 - 24/06/2016	Morogoro	975,000/=
Financial Management for Non-Finance Managers	All those in managerial or administrative positions without formal training on financial management	14/09/2015 - 25/09/2015 07/12/2015 - 18/12/2015 15/02/2016 - 26/02/2016 09/05/2016 - 20/05/2016	Morogoro	975,000/=
Modern Secretary	Office Managers, Office Administrators, Secretaries	14/09/2015 - 18/09/2015 16/11/2015 - 20/11/2015 15/02/2016 - 19/02/2016 13/06/2016 - 17/06/2016	Morogoro	850,000/=
Electronic Records Management	Records Managers/ Officers, Information Managers/ Officers, Content Managers/ Officers, Documentation Officers, Archivists, Secretaries, Librarians, Registry Clerks, Records Management Supervisors/ Assistants	24/08/2015 - 04/09/2015 26/10/2015 - 06/11/2015 07/12/2015 - 18/12/2015 07/03/2016 - 18/03/2016 13/06/2016 - 24/06/2016	Morogoro	1,350,000/=
Driver's Ethics and Communication Skills	Transport and Logistics Officers, Drivers	14/09/2015 - 25/09/2015 26/10/2015 - 06/11/2015 07/12/2015 - 18/12/2015 07/03/2016 - 18/03/2016 13/06/2016 - 24/06/2016	Morogoro	875,000/=
Customer Care	Any person who faces or renders service to customers	24/08/2015 - 28/08/2015 07/12/2015 - 11/12/2015 15/02/2016 - 19/02/2016 09/05/2016 - 13/05/2016	Morogoro	585,000/=
Effective Communication Skills	All those interested in being good communicators	14/09/2015 - 18/09/2015 07/12/2015 - 11/12/2015 07/03/2016 - 11/03/2016	Morogoro	585,000/=
Effective Report Writing	All those interested in developing report writing skills	14/09/2015 - 18/09/2015 16/11/2015 - 20/11/2015 15/02/2016 - 19/02/2016 13/06/2016 - 17/06/2016	Morogoro	585,000/=
Front Office Management	Receptionists, Telephone Operators, Office Management/ Personal Secretaries	05/10/2015 - 09/10/2015 07/12/2015 - 11/12/2015 07/03/2016 - 11/03/2016 13/06/2016 - 17/06/2016	Morogoro	585,000/=
Driver's Performance Improvement	Drivers from both public and private sector	17/08/2015 - 04/09/2015 28/09/2015 - 16/10/2015 09/11/2015 - 27/11/2015 08/02/2016 - 26/02/2016 02/05/2016 - 20/05/2016	Morogoro	1,150,000/=

Programme	Target Participants	Dates	Venue	Tuition Fee (Tsh.)
Kujiandaa na Maisha ya Baada ya Kustaafu Kazi	Wote walio kwenye ajira rasmi	24/08/2015 - 28/08/2015 26/10/2015 - 30/10/2015 16/11/2015 - 20/11/2015 07/12/2015 - 11/12/2015 15/02/2016 - 19/02/2016 07/03/2016 - 11/03/2016 09/05/2016 - 13/05/2016 13/06/2016 - 17/06/2016	Morogoro	715,000/=
Office Management and Administration - Stage I	Office Supervisors, Office Management Secretaries, Personal Secretaries, Office Management Assistants, Office Administrators, Senior Typists, Registry Supervisors	17/08/2015 - 04/09/2015 28/09/2015 - 16/10/2015 09/11/2015 - 27/11/2015 08/02/2016 - 26/02/2016 02/05/2016 - 20/05/2016	Morogoro	1,110,000/=
Records Management - Stage I	Registry Clerks, Records Management Assistants/Clerks, Receptionists, Office Assistants, Dispatch/Mail Messengers, Office Supervisors, Office Administrators	17/08/2015 - 04/09/2015 28/09/2015 - 16/10/2015 09/11/2015 - 27/11/2015 08/02/2016 - 26/02/2016 02/05/2016 - 20/05/2016	Morogoro	1,110,000/=
Security and Safety - Stage I	Security Officers, Security Guards	17/08/2015 - 04/09/2015 28/09/2015 - 16/10/2015 09/11/2015 - 27/11/2015 08/02/2016 - 26/02/2016 02/05/2016 - 20/05/2016	Morogoro	1,110,000/=
Office Assistants - Stage I	Office Assistants, Receptionists, Telephone Operators	17/08/2015 - 04/09/2015 28/09/2015 - 16/10/2015 09/11/2015 - 27/11/2015 08/02/2016 - 26/02/2016 02/05/2016 - 20/05/2016	Morogoro	1,110,000/=
Office Management and Administration - Stage II	Office Supervisors, Office Management/ Personal Secretaries, Office Management Assistants, Office Administrators and Senior Typists and Registry Supervisors who have attended stage I of this course	07/09/2015 - 25/09/2015 19/10/2015 - 06/11/2015 30/11/2015 - 18/12/2015 29/02/2016 - 18/03/2016 06/06/2016 - 24/06/2016	Morogoro	1,110,000/=
Records Management - Stage II	Records Management Assistants, Registry Clerks, Receptionists, Office Assistants, Personal Secretaries and Office Supervisors who attended Stage I of this course	07/09/2015 - 25/09/2015 19/10/2015 - 06/11/2015 30/11/2015 - 18/12/2015 29/02/2016 - 18/03/2016 06/06/2016 - 24/06/2016	Morogoro	1,110,000/=
Office Assistants - Stage II	Office Assistants, Receptionists, and Telephone Operators who have already attended Stage I of this course	07/09/2015 - 25/09/2015 19/10/2015 - 06/11/2015 30/11/2015 - 18/12/2015 29/02/2016 - 18/03/2016 06/06/2016 - 24/06/2016	Morogoro	1,110,000/=
Security and Safety - Stage II	Security Officers and Security Guards who have attended Security and Safety course stage I	07/09/2015 - 25/09/2015 19/10/2015 - 06/11/2015 30/11/2015 - 18/12/2015 29/02/2016 - 18/03/2016 06/06/2016 - 24/06/2016	Morogoro	1,110,000/=
Usimamizi wa Kazi	Those who have attended Stage II of Office Assistants and Security and Safety courses and Driver's Performance Improvement course	07/09/2015 - 25/09/2015 19/10/2015 - 06/11/2015 30/11/2015 - 18/12/2015 29/02/2016 - 18/03/2016 06/06/2016 - 24/06/2016	Morogoro	1,110,000/=

SPECIAL TRAINING PROGRAMMES

We conduct special management training programmes as and when need arise or upon a request from our customers. These programmes include but not limited to the following:-

Programme	Target Participants	Duration
Strategic Finance	Accountants, Finance Officers, Project Managers, and all those in managerial or administrative positions but without formal training in finance.	1 week
Strategic Management	Chief Executive Officers, Directors, Senior Managers; Policy Makers.	1 week
Good Governance	Board Members, All those in leadership and administrative positions in their organisations.	1 week
Leadership and Management Skills	All those involved in leadership and management of organisations.	1 week
Consulting Skills Development	Academicians, Consultants, Project Promoters, All those with desire to turn their professional skills into a money-spinner.	1 week
Ms Excel for Business Management	Economists, Researchers, IT Managers/ Officers, All those involved in planning.	1 week
Managerial Skills for Health and Engineer Managers	Senior Medical Officers, Senior Health Officers, Senior Nursing Officers, Senior Pharmacists, Members of Health Management Teams at Community, District and Regional levels	2 weeks
Entrepreneurship Skills Development	All those with desire to start and run their own businesses and people engaged in enterprises development and support.	2 weeks
Procurement Management	Directors, Managers and all those involved in procurement matters.	2 weeks
Marketing Management	Marketing Managers/ Officers, Sales Managers, Marketing Executives, Sales Officers/ Executives.	1 week
Risk Management	Risk Managers/ Officers, Insurance Managers/ Officers, Bank Managers/ Officers, All those involved in risk management issues/ matters	4 days
Management of Non-Performing Loans and Recovery Strategies	Loan/ Credit Officers from commercial banks, SACCOS, Microfinance institutions, VICOBA, and Loan Collection Agencies; Relationship Officers; Recovery/ Collection Officers; Credit Administrators; Debt Collection Officers; All those interested in lending business.	3 days
Negotiation Skills	All those involved in consulting, management of human resource, procurement matters, sales activities, conflict issues and anyone interested in negotiation.	1 week
Occupational Safety and Health Management	Safety Officers/ Engineers, Rescue Officers, Fire Officers, Operations Officers, OHS Committee Members, Welfare Officers, Factory Supervisors/ Technicians, Mines/ Factory/ Plant Officers.	2 weeks

**TUITION FEE SHOULD BE PAID TO NIP BEFORE JOINING THE PROGRAMME
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