



THE UNITED REPUBLIC OF TANZANIA NATIONAL INSTITUTE FOR PRODUCTIVITY (NIP)



PERFORMANCE IMPROVEMENT TRAINING PROGRAMMES JULY 2016 - JUNE 2017

FOR DECISION/ POLICY MAKERS, DIRECTORS, MANAGERS/OFFICERS, COORDINATORS, SUPERVISORS/ ADMINISTRATORS

Programme	Target Participants	Dates	Venue	Tuition Fee (Tsh.)
Corporate Social Responsibility (CSR) Management	All those involved in social responsibility issues/ matters	14/11/2016 - 18/11/2016 20/03/2017 - 24/03/2017	Arusha	850,000/=
Productivity Management	Production Managers/ Officers, Operations Managers/ Officers, Human Resource Managers/ Officers, Engineers and Technicians in administrative or supervisory positions	03/10/2016 - 14/10/2016 08/05/2017 - 19/05/2017	Morogoro	975,000/=
Results - Based Management	Programme Managers/ Officers, Project Managers/ Officers and all those in management positions.	31/10/2016 - 04/11/2016 03/04/2017 - 07/04/2017	Arusha	850,000/=
Management of Public Relations and Customer Care	Public Relations Managers/ Officers, Communications Managers/ Officers, Customer Relations Managers/ Officers	22/08/2016 - 02/09/2016 24/10/2016 - 04/11/2016 13/02/2017 - 24/02/2017 27/03/2017 - 07/04/2017 19/06/2017 - 30/06/2017	Morogoro	975,000/=
Production Management	Production Managers/ Officers, Production Engineers and Technicians from processing and manufacturing industries	05/12/2016 - 16/12/2016 08/05/2017 - 19/05/2017	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	22/08/2016 - 26/08/2016 08/05/2017 - 12/05/2017	Morogoro	715,000/=
Quality Management	Quality Control Managers/ Officers, Production Engineers/ Managers, All those interested in acquiring total quality management skills	05/12/2016 - 16/12/2016 08/05/2017 - 19/05/2017	Morogoro	975,000/=
Training Management	Training Managers/ Officers, Human Resources Managers/ Officers, Administrative Managers/ Officers, All those involved in training matters	12/09/2016 - 23/09/2016 13/02/2017 - 24/02/2017 19/05/2017 - 09/06/2017	Morogoro	975,000/=
Human Resource Management	Human Resource Managers/ Officers, Administrative Managers/ Officers, All those involved in human resource management issues	02/10/2016 - 14/10/2016 05/12/2016 - 16/12/2016 13/02/2017 - 24/02/2017 08/05/2017 - 19/05/2017	Morogoro	975,000/=
Supervisory Skills Development	All those entrusted with supervisory responsibilities	12/09/2016 - 23/09/2016 14/11/2016 - 25/11/2016 06/03/2017 - 17/03/2017 29/05/2017 - 09/06/2017	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	14/11/2016 - 18/11/2016 13/02/2017 - 17/02/2017 08/05/2017 - 12/05/2017	Morogoro	715,000/=
Managerial Skills Development	Directors, Managers, All those in managerial positions	12/09/2016 - 23/09/2016 14/11/2016 - 25/11/2016 06/03/2017 - 17/03/2017 29/05/2017 - 09/06/2017	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	12/09/2016 - 16/09/2016 13/02/2017 - 17/02/2017 08/05/2017 - 12/05/2017	Morogoro	715,000/=
Project Planning and Management	Policy Makers, Planning Officers, Business Managers, Investment Project Officers, Project Managers, Project Sponsors, Programme Managers and Coordinators	03/10/2016 - 14/10/2016 06/03/2017 - 17/03/2017 29/05/2017 - 09/06/2017	Morogoro	975,000/=
Financial Management for Non-Finance Managers	All those in managerial or administrative positions without formal training on financial management	24/10/2016 - 04/11/2016 13/02/2017 - 24/02/2017 08/05/2017 - 19/05/2017	Morogoro	975,000/=
Effective Communication Skills	All those interested in being good communicators	12/09/2016 - 16/09/2016 05/12/2016 - 09/12/2016 27/03/2017 - 31/03/2017	Morogoro	715,000/=
Effective Report Writing	All those interested in developing report writing skills	12/09/2016 - 16/09/2016 14/11/2016 - 18/11/2016 27/03/2017 - 31/03/2017 19/06/2017 - 23/06/2017	Morogoro	715,000/=
Customer Care	Any person who faces/ renders service to customers of an organization	12/09/2016 - 23/09/2016 05/12/2016 - 09/12/2016 27/03/2017 - 31/03/2017 08/05/2017 - 12/05/2017	Morogoro	715,000/=

FOR REGISTRY PROFESSIONALS, OFFICE ADMINISTRATORS/ SUPERVISORS, FRONT OFFICE PROFESSIONALS/ RECEPTIONIST, SECRETARIES

Programme	Target Participants	Dates	Venue	Tuition Fee (Tsh.)
Modern Secretary	Office Managers, Office Administrators, Secretaries	12/09/2016 - 16/09/2016 14/11/2016 - 18/11/2016 13/02/2017 - 17/02/2017 29/05/2017 - 02/06/2017	Morogoro	715,000/=
Electronic Records Management	Records Managers/ Officers, Information Managers/ Officers, Content Managers/ Officers, Documentation Officers, Archivists, Secretaries, Librarians, Registry Clerks, Records Management Supervisors/ Assistants	22/08/2016 - 02/09/2016 05/12/2016 - 16/12/2016 06/03/2017 - 17/03/2017 29/05/2017 - 09/06/2017	Morogoro	1,350,000/=
Customer Care	Any person who faces/ renders service to customers of an organization	12/09/2016 - 23/09/2016 05/12/2016 - 09/12/2016 27/03/2017 - 31/03/2017 08/05/2017 - 12/05/2017	Morogoro	715,000/=
Front Office Management	Receptionists, Telephone Operators, Office Management/ Personal Secretaries	03/10/2016 - 07/10/2016 05/12/2016 - 09/12/2016 27/03/2017 - 31/03/2017 19/06/2017 - 23/06/2017	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	15/08/2016 - 02/09/2016 26/09/2016 - 14/10/2016 07/11/2016 - 25/11/2016 06/02/2017 - 24/02/2017 02/05/2017 - 19/05/2017	Morogoro	1,110,000/=
Records Management - Stage I	Registry Clerks, Records Management Assistants/Clerks, Receptionists, Office Assistants, Dispatch/Mail Messengers, Office Supervisors, Office Administrators	15/08/2016 - 02/09/2016 26/09/2016 - 14/10/2016 07/11/2016 - 25/11/2016 06/02/2017 - 24/02/2017 02/05/2017 - 19/05/2017	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	05/09/2016 - 23/09/2016 17/10/2016 - 04/11/2016 28/11/2016 - 16/12/2016 27/02/2017 - 17/03/2017 12/06/2017 - 30/06/2017	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	05/09/2016 - 23/09/2016 17/10/2016 - 04/11/2016 28/11/2016 - 16/12/2016 27/02/2017 - 17/03/2017 12/06/2017 - 30/06/2017	Morogoro	1,110,000/=

FOR TRANSPORT PROFESSIONALS INCLUDING DRIVERS AND TRANSPORT OFFICERS

Programme	Target Participants	Dates	Venue	Tuition Fee (Tsh.)
Senior Drivers and Transport Officers Course	Transport and Logistics Officers, Senior Drivers	15/08/2016 - 02/09/2016 07/11/2016 - 25/11/2016 06/02/2017 - 24/02/2017 20/03/2017 - 07/04/2017 12/06/2017 - 30/06/2017	Morogoro	1,350,000/=
Driving Ethics and Communication Skills	Transport and Logistics Officers, Drivers	22/08/2016 - 02/09/2016 03/10/2016 - 14/10/2016 05/12/2016 - 16/12/2016 27/03/2017 - 07/04/2017 29/05/2017 - 09/06/2017	Morogoro	975,000/=
Customer Care	Any person who faces/ renders service to customers of an organization	12/09/2016 - 23/09/2016 05/12/2016 - 09/12/2016 27/03/2017 - 31/03/2017 08/05/2017 - 12/05/2017	Morogoro	715,000/=
Driver's Performance Improvement	Drivers from both public and private sectors	15/08/2016 - 02/09/2016 26/09/2016 - 14/10/2016 07/11/2016 - 25/11/2016 06/02/2017 - 24/02/2017 02/05/2017 - 19/05/2017	Morogoro	1,150,000/=

MAFUNZO YA KUJIANDAA NA MAISHA BAADA YA KUSTAAFU KAZI:

Walengwa: Wote walio kwenye ajira

Ada: 715,000/= Mahali: Morogoro

Tarehe: 22/08/2016 - 26/08/2016 24/10/2016 - 28/10/2016 13/02/2017 - 17/02/2017 06/03/2017 - 10/03/2017
14/11/2016 - 18/11/2016 05/12/2016 - 09/12/2016 08/05/2017 - 12/05/2017 19/06/2017 - 23/06/2017

FOR OFFICE SUPPORT/ ASSISTANTS, TELEPHONE OPERATORS AND SECURITY OFFICERS/ GUARDS

Programme	Target Participants	Dates	Venue	Tuition Fee (Tsh.)
Security and Safety - Stage I	Security Officers, Security Guards	15/08/2016 - 02/09/2016 26/09/2016 - 14/10/2016 07/11/2016 - 25/11/2016 06/02/2017 - 24/02/2017 02/05/2017 - 19/05/2017	Morogoro	1,110,000/=
Office Assistants - Stage I	Office Assistants, Receptionists, Telephone Operators	15/08/2016 - 02/09/2016 26/09/2016 - 14/10/2016 07/11/2016 - 25/11/2016 06/02/2017 - 24/02/2017 02/05/2017 - 19/05/2017	Morogoro	1,110,000/=
Office Assistants - Stage II	Office Assistants, Receptionists, and Telephone Operators who have already attended Stage I of this course	05/09/2016 - 23/09/2016 17/10/2016 - 04/11/2016 28/11/2016 - 16/12/2016 27/02/2017 - 17/03/2017 12/06/2017 - 30/06/2017	Morogoro	1,110,000/=
Security and Safety - Stage II	Security Officers and Security Guards who have attended Security and Safety course stage I	05/09/2016 - 23/09/2016 17/10/2016 - 04/11/2016 28/11/2016 - 16/12/2016 27/02/2017 - 17/03/2017 12/06/2017 - 30/06/2017	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	05/09/2016 - 23/09/2016 17/10/2016 - 04/11/2016 28/11/2016 - 16/12/2016 27/02/2017 - 17/03/2017 12/06/2017 - 30/06/2017	Morogoro	1,110,000/=
Customer Care	Any person who faces/ renders service to customers of an organization	12/09/2016 - 23/09/2016 05/12/2016 - 09/12/2016 27/03/2017 - 31/03/2017 08/05/2017 - 12/05/2017	Morogoro	715,000/=

SPECIAL TRAINING PROGRAMMES

Our special programmes are tailored to suit the needs of individuals and organisations and are geared towards productivity and competitiveness improvement and enhancement. Should such needs arise, kindly contact us for programmes of your choice including 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.	1 week
Leadership and Management Skills	All those involved in leadership and management of organisations.	1 week
Consulting Skills Development	Academics, 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 Engineering Managers	Senior Medical/ 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.	1 week
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

Programmes' Facilitators: NIP has well experienced and committed professional facilitators with a wide variety of professional and academic backgrounds supported with a pool of associates in all specialities.

ALL PROGRAMMES MUST BE PREPAID IN FULL TO NIP BEFORE JOINING THE PROGRAMME

FOR REGISTRATION PLEASE CONTACT OUR OFFICE AT NYUMBA YA MAARIFA,
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