



UNIVERSITY OF DAR ES SALAAM
BUSINESS SCHOOL
MANAGEMENT & DEVELOPMENT
CONSULTANCY BUREAU
(MDCB)



INVITATION TO SHORT COURSES

The University of Dar Es Salaam Business School (UDBS) announces three short courses geared towards improving Human Resource Capacity of various individuals and institutions in both the public and private sectors in Tanzania. Each of the three courses can be tailored to a specific organization on request.

PROJECT PLANNING MONITORING AND EVALUATION 9th-13th October, 2017: University of Dar es Salaam Business School (UDBS), Dar es salaam, Tanzania

Effective Monitoring and evaluation of projects is one of the major challenges facing project /program implementers. Most projects/programs fail to realize their intended objectives and end up having little or no impact due to inadequate follow up during and after their implementation.

COURSE OBJECTIVES

This course aims at developing and enriching monitoring and evaluation skills of project/program implementing and supervisory staff in government, NGOs, corporate organizations, parastatals, academic institutions etc. It is designed to impart skills for effectively formulating, implementing, monitoring and evaluating projects/programmes as well as being able to conduct project/programme impact assessment. The facilitation will be conducted by well-experienced experts and skilled trainers with the specific objectives of the course being:

To create an understanding of the meaning and importance of monitoring and evaluation at policy, programme, strategic plan and project levels; To enable participants effectively and efficiently undertake the different kinds of project/programme monitoring and evaluation processes and procedures; To enable participants plan, prepare and implement Monitoring and Evaluation schemes and execute and manage M+E and Impact Assessment activities; To enable participants prepare M & E reports and understand the utilization of monitoring and evaluation results.

WHO SHOULD ATTEND THE COURSE?

Senior and middle level officials in governmental and non-governmental institutions. NGOs, training institutions, government agencies, government departments, consulting firms, who are (or are expected to be) responsible for management/evaluation of projects or training in this area.

COURSE FEES

Course fees are TZS. **700,000/=** (Five hundred thousand Tanzanian shillings) per participant, excluding accommodation. The fees cover the cost of training material, lunch, light snacks and soft drinks in the course of training for **five days**. The course will start at 8.30am to 4.00pm. The application deadline is 30th September, 2017.

PAYMENT DETAILS

Payments should be made to the **Faculty of Commerce and Management, National Bank of Commerce Ltd, University Branch, Account 040103000924.**

EFFECTIVE LEADERSHIP AND MANAGEMENT SKILLS 02nd -05th October 2017, University of Dar es salaam Business School

The competitive business environment surrounding work and business organizations have brought great challenges in managing organizations. Today the traditional methods of managing organizations are no longer effective, which calls attention to a need for competent, reliable and flexible leadership and management practices. It is envisaged that the skills to be acquired in such areas will enhance competitive advantage and sustainability in the respective organizations.

COURSE OBJECTIVES

The course is geared towards imparting and enhancing leadership and management skills to the participants. Through interactive approaches of learning, participants will be guided to share experience in related skills. At the end of the course, participants will have developed appropriate competences in:

- *Management roles and responsibilities*
 - *Leadership skills*
 - *Appraisal skills*
 - *Decision making techniques and skills*
 - *Coaching and mentoring skills for managers*
 - *Performance management*
 - *Change management*
 - *Conflict management*
 - *Motivating Others*
- *Key issues in board management*
 - *Decision making techniques and skills*
 - *Maximizing team performance*
 - *Running effective meeting*
 - *Time management*

WHO SHOULD ATTEND THE WORKSHOP

The training is designed to meet the needs of all management oriented staff in both the public and private institutions. It is targeted to senior and middle level managers who wish to gain knowledge of leadership and develop their leadership skills. Owner managers, consultants, mentors and coaches are all invited.

COURSE FEES

Course fees are **TZS 600**(Six hundred thousand Tanzanian shillings) per participant, excluding accommodation. The fees cover cost of training material, lunch, light snacks and soft drinks in the course of training for **four days**. The course will start at 8.00am to 4.00pm. The application deadline is 30th September, 2017.

PAYMENT DETAILS

Payments should be made to the **Faculty of Commerce and Management, National Bank of Commerce Ltd, University Branch, Account 040103000924.**

FOR FURTHER ENQUIRIES PLEASE CONTACT:

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