STARRICH
CONSULTING INTERNATIONAL

TRAINING CATALOGUE
2024

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STARRICH
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MESSAGE FROM CHIEF EXECUTIVE OFFICER

Dear Professionals,

Warm greetings from Starrich Consulting International! As the Chief Executive Officer, I am pleased to invite you to our upcoming short courses in the beautiful City of Arusha, Dar-es-Salaam and any other place.

Arusha's breathtaking landscapes and vibrant culture provide the perfect backdrop for our intensive and enriching learning experience. Not only will you have the opportunity to enhance your professional skills, but you will also have the chance to immerse yourself in the wonders of this incredible city.

At Starrich, we understand the importance of continuous learning and development in today's dynamic business landscape. Our short courses are designed to equip practitioners, managers and early career individuals with the necessary knowledge, tools, skills and insights to thrive in duties, roles and assignments that positively impact an organisation.

By choosing Starrich Consulting International, you can expect the following:

- **Excellence in Training:** Our experienced trainers, highly regarded industry experts, will deliver engaging sessions that combine theoretical knowledge with practical case studies. You will gain valuable insights and skills that can be immediately applied in your workplace.
- **Comprehensive Course Content:** Our courses cover a detailed perspective of the course chosen to enable the participant to acquire the required competence after completing the course.
- **Networking Opportunities:** The short courses at Starrich bring together like-minded professionals from various organisations and industries. This creates a unique platform for networking, sharing experiences, and building valuable connections that can greatly enhance your professional network.
- **Personalised Approach:** We understand that every participant has unique learning needs and goals. Our courses are designed to cater to individual requirements, ensuring you receive personalised attention and guidance throughout your learning journey.
- **Good Learning Environment:** Corridor Springs Hotel, our partner venue, provides a professional, comfortable, and conducive setting for our short courses. With its modern facilities, peaceful surroundings, and supportive staff, you will have all the necessary ingredients for a productive and enjoyable learning experience.

I strongly encourage you or your members to attend our short courses and invest in professional growth. Let's unlock potential and empower participants to become professionals, experts, leaders and highly effective managers.

Don't miss this exclusive opportunity! Please register today and join us in Arusha for an unparalleled learning experience.

Best regards,
Richard S.M

Chief Executive Officer
Starrich Consulting International

1.0 INTRODUCTION

Starrich is a business that offers a diversified range of consulting services such as management consultancy, recruitment, training, business planning services, market search, investors' connection and professional editing services. Starrich is a registered business in Tanzania and has many clients in Tanzania and abroad. Starrich Consulting International offers diversified short courses to enhance competence for sustainable productivity.

MANAGEMENT CONSULTANCY

RECRUITMENT

TRAINING

BUSINESS PLANNING SERVICES

MARKET SEARCH

INVESTOR CONNECTION

PROFESSIONAL EDITING SERVICES

2.0 RATIONALE OF OUR SHORT COURSES

Short courses for early career individuals, practitioners and managers serve as valuable professional development opportunities to enhance knowledge, skills, and competencies in different business and management areas. These courses are designed to address the ever-evolving challenges and developments in organisational practices, providing professionals with the necessary tools and insights to navigate the complex business and management landscape. Here are several key reasons why short courses are essential for early career individuals, practitioners and managers:

1. **Up-to-date work Knowledge:** Business practices and regulations constantly change in response to legal, technological, and societal advancements. Short courses provide a platform for professionals to stay updated on the latest trends, best practices, and legislative changes. By engaging in continuous learning, practitioners can remain knowledgeable in various business and organisational areas.

2. **Skill Enhancement:** Short courses offer opportunities to develop and strengthen specific skills relevant to participants' roles. These courses are often tailored to address critical business functions, such as general management, accounting and finance, HR, procurement, records, public relations, marketing, auditing, IT, NGO management and many others. By honing these skills, professionals can perform their roles more effectively, leading to improved organisational outcomes.

3. **Career Advancement:** Investing in professional development through short courses can significantly contribute to career growth. Practitioners and managers who demonstrate a commitment to ongoing learning and development tend to be sought after by employers. Acquiring new skills and expanding knowledge can open doors to promotions, expanded responsibilities, and increased job prospects within the HR field.

4. **Networking Opportunities:** Short courses provide a unique platform for professionals to engage with peers from various organisations, industries, and backgrounds. Networking opportunities allow participants to share experiences, exchange ideas, and build professional relationships. Collaborating with fellow practitioners can enable professionals to broaden their perspectives and gain new insights into challenges and solutions.

5. **Adaptability to Industry Changes:** In today's fast-paced business environment, business practices must adapt to meet evolving organisational needs. Short courses allow professionals to learn about innovative approaches, technological advancements, and emerging business trends. This enhances agility and equips practitioners to proactively address new challenges, such as remote work policies, digital tools, or agile management.

6. **Employee Engagement and Retention:** HR professionals play a pivotal role in fostering employee engagement and retention. Short courses focusing on topics like employee motivation, workplace communication, and leadership can provide HR practitioners with valuable strategies to create a positive work environment and cultivate a highly engaged workforce. By leveraging these skills, HR professionals can contribute to higher employee satisfaction and reduced turnover.

Uniqueness Of Short Courses Offered By Starrich Consulting International

Short courses offered by Starrich Consulting International are unique in several ways:

1. **Customised Approach:** Starrich Consulting International takes a tailored approach to its short courses, ensuring that each program is specifically designed to meet the unique needs of professionals and managers. They work closely with organisations to understand their specific requirements, challenges, and goals and develop courses that align with their objectives.

2. **Industry Expertise:** The short courses offered by Starrich Consulting International are delivered by highly experienced industry professionals with extensive knowledge and expertise in the field. These instructors deeply understand the challenges, trends, and best practices within the industry, providing participants with valuable insights and practical advice.

3. **Practical Focus:** Starrich Consulting International's short courses are designed to be practical and applicable to real-world situations. Participants gain hands-on experience through case studies, interactive activities, and simulations, allowing them to apply their learning directly to their work. This practical focus ensures that participants can effectively implement what they've learned in their organisations.

4. **Cutting-Edge Content:** Starrich Consulting International stays at the forefront of business trends and developments, integrating the latest research, industry practices, and technological advancements into its short courses. Participants gain access to the most up-to-date information and strategies, equipping them with the knowledge and skills to navigate the ever-changing business landscape.

5. **Continuous Support:** Starrich Consulting International believes in providing ongoing support and guidance to participants even after completing the short courses. They offer post-course consultations, resources, and networking opportunities to ensure that participants can continue refining their skills, address any challenges, and stay connected with a supportive community of professionals.

6. **Global Perspective:** Starrich Consulting International has a global reach, working with organisations and professionals from various countries and industries. Their short courses incorporate a global perspective, addressing cross-cultural challenges, international practices, and diverse workforce dynamics. This global outlook enables participants to develop a broader understanding of practices and prepares them for increasingly globalised workplaces.
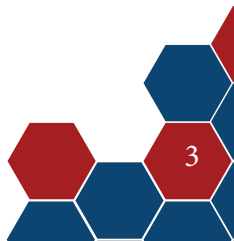
Learning Environment

The learning environment at Corridor Springs Hotel in Arusha, where Starrich Consulting International conducts short courses, can be described as professional, comfortable, and conducive to learning.

1. **Professional Atmosphere:** The hotel provides a professional environment for learning, with dedicated facilities and spaces specifically designed for training purposes. Classrooms are well-equipped with modern audiovisual equipment, comfortable seating arrangements, and ample natural light.

2. **Comfortable Facilities:** Corridor Springs Hotel offers comfortable facilities that promote a positive and engaging learning experience. The hotel provides spacious rooms, relaxation areas, and amenities such as Wi-Fi, air conditioning, and refreshments to ensure participants' comfort throughout the training.

3. **Technological Support:** The hotel is equipped with modern technology infrastructure to support the delivery of short courses. This includes high-speed internet access, audiovisual aids, and multimedia capabilities, enabling instructors to enhance the learning experience through interactive presentations, videos, and other digital resources.

4. **Peaceful Surroundings:** Situated in Arusha, Corridor Springs Hotel offers a serene and peaceful setting that promotes focused learning. Away from the hustle and bustle of the city, the hotel provides a tranquil environment conducive to concentration and reflection.

5. **Networking Opportunities:** The hotel's facilities also facilitate networking and collaboration among participants attending the short courses. Common areas and breakout spaces provide opportunities for informal discussions, sharing experiences, and building connections with fellow HR professionals.

6. **Supportive Staff:** The hotel staff at Corridor Springs Hotel are well-trained, friendly, and dedicated to providing a high level of service. They cater to the needs of participants, ensuring that their stay and learning experiences are seamless and enjoyable.

Overall, the learning environment at Corridor Springs Hotel in Arusha is designed to create an optimal setting for short courses. The combination of professional facilities, comfortable amenities, technological support, peaceful surroundings, networking opportunities, and supportive staff contribute to a productive and enriching learning experience for participants attending the courses.

Learning Methodology

Our courses will be delivered using a combination of lectures, case studies, group discussions, practical exercises and the use of modern tools to enhance learning. Participants will be encouraged to participate and share their experiences during the sessions actively. In addition, real and practical examples of the concepts will be shared.

Tour

Arusha offers many options for individuals interested in touring attractive places within and outside the city. Starrich Consulting International provides a one-day free city tour for all course participants. Special arrangements at reasonable fees can be made for those interested in tours to the national parks, Ngorongoro Conservation Area and other places.

Learning Gifts

Starrich has a traditional to offer special learning gifts to all participants, what a surprise! Just join our courses to experience the difference.
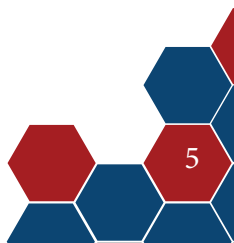
GENERAL LIST OF

SHORT COURSES

2024

STARRICH
CONSULTING INTERNATIONAL

GENERAL COURSES FOR HR, MANAGERS AND OTHERS

COURSE TITLE	DATES	VENUE
1. Effective Onboarding and Orientation Strategies: Setting New Employees Up for Success	08 Jan-12 Jan 2024 15 Jan-19 Jan 2024 22 Jan-26 Jan 2024	ARUSHA DAR ES SALAAM ONLINE
2. Conflict Resolution and Mediation in the Workplace: Navigating Difficult Conversations	29 Jan-02 Feb 2024 05 Feb-09 Feb 2024 12 Feb-16 Feb 2024	ARUSHA DAR ES SALAAM ONLINE
3. Diversity, Equity, and Inclusion: Creating a Welcoming and Respectful Workplace	26 Feb-01 Mar 2024 19 Feb-23 Feb 2024 04 Mar-08 Mar 2024	ARUSHA DAR ES SALAAM ONLINE
4. Designing Effective Employee Performance Programs: Setting Goals and Managing Expectations	11 Mar-15 Mar 2024 18 Mar-22 Mar 2024 25 Mar-29 Mar 2024	ARUSHA DAR ES SALAAM ONLINE
5. Essential HR Legal Compliance in Tanzania: Understanding and Adhering to Employment Regulations	01 Apr-05 Apr 2024 08 Apr-12 Apr 2024 15 Apr-19 Apr 2024	ARUSHA DAR ES SALAAM ONLINE
6. Building a Talent Pipeline: Recruitment and Retention Strategies for Top Performers	22 Apr-26 Apr 2024 29 Apr-03 May 2024 06 May-10 May 2024	ARUSHA DAR ES SALAAM ONLINE
7. Talent Management and Succession Planning: Developing and Preparing the Next Generation of Leaders	13 May-17 May 2024 20 May-24 May 2024 27 May-31 May 2024	ARUSHA DAR ES SALAAM ONLINE
8. HR Technology and Digital Transformation: Maximizing Productivity and Efficiency	03 Jun-07 Jun 2024 10 Jun-14 Jun 2024 17 Jun-21 Jun 2024	ARUSHA DAR ES SALAAM ONLINE
9. Employee Engagement and Culture: Building a Positive and Empowering Workplace Environment	24 Jun-28 Jun 2024 01 Jul-05 Jul 2024 08 Jul-12 Jul 2024	ARUSHA DAR ES SALAAM ONLINE
10. Coaching and Mentoring for Managers: Developing Key Leadership Skills	15 Jul-19 Jul 2024 22 Jul-26 Jul 2024 29 Jul-02 Aug 2024	ARUSHA DAR ES SALAAM ONLINE
11. Mental Health & Workplace Stress Management: Supporting Employee Well-Being and Productivity	12 Aug-16 Aug 2024 05 Aug-09 Aug 2024 19 Aug-23 Aug 2024	ARUSHA DAR ES SALAAM ONLINE
12. Building a High-Performance Team: Enhancing Collaboration and Productivity	26 Aug-30 Aug 2024 02 Sep-06 Sep 2024 09 Sep-13 Sep 2024	ARUSHA DAR ES SALAAM ONLINE

GENERAL COURSES FOR HR, MANAGERS AND OTHERS

COURSE TITLE	DATES	VENUE
13. HR Project Management: Planning and Executing HR Initiatives Successfully	23 Sep-27 Sep 2024 16 Sep-20 Sep 2024 30 Sep-04 Oct 2024	ARUSHA DAR ES SALAAM ONLINE
14. HR Metrics, Analytics & Reporting: Measuring HR Success and Impact	07 Oct-11 Oct 2024 14 Oct-18 Oct 2024 21 Oct-25 Oct 2024	ARUSHA DAR ES SALAAM ONLINE
15. Employee Benefits and Compensation: Designing Reward Programs for Retention and Motivation	28 Oct-01 Nov 2024 04 Nov-08 Nov 2024 11 Nov-15 Nov 2024	ARUSHA DAR ES SALAAM ONLINE
16. Leadership Development: Growing and Nurturing Emerging Leaders	18 Nov-22 Nov 2024 25 Nov-29 Nov 2024 02 Dec-06 Dec 2024	ARUSHA DAR ES SALAAM ONLINE
17. Employment Law Essentials: Navigating Workplace Disputes	09 Dec-13 Dec 2024 16 Dec-20 Dec 2024 08 Jan-12 Jan 2024	ARUSHA DAR ES SALAAM ONLINE
18. HR Business Partnering: Aligning HR Strategy with Organizational Goals	15 Jan-19 Jan 2024 22 Jan-26 Jan 2024 29 Jan-02 Feb 2024	ARUSHA DAR ES SALAAM ONLINE
19. HR Innovation for Impactful Organizational Performance: Design Thinking in Human Resources	05 Feb-09 Feb 2024 12 Feb-16 Feb 2024 19 Feb-23 Feb 2024	ARUSHA DAR ES SALAAM ONLINE
20. Enriching Work-Life Balance: A Guide to Health, Safety, and Well-being of Employees	26 Feb-01 Mar 2024 04 Mar-08 Mar 2024 11 Mar-15 Mar 2024	ARUSHA DAR ES SALAAM ONLINE
21. Advanced Organisational Change Management: Leading through Transition	18 Mar-22 Mar 2024 25 Mar-29 Mar 2024 01 Apr-05 Apr 2024	ARUSHA DAR ES SALAAM ONLINE
22. Training and Development: Strategies for Success	08 Apr-12 Apr 2024 15 Apr-19 Apr 2024 22 Apr-26 Apr 2024	ARUSHA DAR ES SALAAM ONLINE
23. Building a High-Performance Work Culture	06 May-10 May 2024 29 Apr-03 May 2024 13 May-17 May 2024	ARUSHA DAR ES SALAAM ONLINE
24. Emotional Intelligence and leadership development for Managers	20 May-24 May 2024 27 May-31 May 2024 03 Jun-07 Jun 2024	ARUSHA DAR ES SALAAM ONLINE

GENERAL COURSES FOR HR, MANAGERS AND OTHERS

COURSE TITLE	DATES	VENUE
25. Succession Planning and Leadership Development	10 Jun-14 Jun 2024 17 Jun-21 Jun 2024 24 Jun-28 Jun 2024	ARUSHA DAR ES SALAAM ONLINE
26. Employee Benefits and Compensation: Designing Reward Programs for Retention and Motivation	01 Jul-05 Jul 2024 08 Jul-12 Jul 2024 15 Jul-19 Jul 2024	ARUSHA DAR ES SALAAM ONLINE
27. Training Needs Analysis: Practice, Tools and Techniques	22 Jul-26 Jul 2024 29 Jul-02 Aug 2024 05 Aug-09 Aug 2024	ARUSHA DAR ES SALAAM ONLINE
28. Total Rewards: Designing and Managing Employee Benefits Programs	12 Aug-16 Aug 2024 19 Aug-23 Aug 2024 26 Aug-30 Aug 2024	ARUSHA DAR ES SALAAM ONLINE
29. Customer-Centric Marketing: Boost Engagement and Drive Sales	02 Sep-06 Sep 2024 09 Sep-13 Sep 2024 16 Sep-20 Sep 2024	ARUSHA DAR ES SALAAM ONLINE
30. Crisis Management for Organisation Managers: Navigating Challenges with Confidence	23 Sep-27 Sep 2024 30 Sep-04 Oct 2024 07 Oct-11 Oct 2024	ARUSHA DAR ES SALAAM ONLINE
31. Building Dynamic Organisational Culture: Employee Engagement Reimagined	14 Oct-18 Oct 2024 21 Oct-25 Oct 2024 28 Oct-01 Nov 2024	ARUSHA DAR ES SALAAM ONLINE
32. Effective Communications and Crisis Management for the Registrar's Office	04 Nov-08 Nov 2024 11 Nov-15 Nov 2024 18 Nov-22 Nov 2024	ARUSHA DAR ES SALAAM ONLINE
33. Proactive Academic Integrity and Anti-Cheating Measures for Exams	25 Nov-29 Nov 2024 02 Dec-06 Dec 2024 09 Dec-13 Dec 2024	ARUSHA DAR ES SALAAM ONLINE
34. Mastering Digital Transformation in Admissions and Examinations	16 Dec-20 Dec 2024 08 Jan-12 Jan 2024 15 Jan-19 Jan 2024	ARUSHA DAR ES SALAAM ONLINE
35. Planning for Success: The Art of Writing Business Plan, Strategic Plan and Business Proposal	22 Jan-26 Jan 2024 29 Jan-02 Feb 2024 05 Feb-09 Feb 2024	ARUSHA DAR ES SALAAM ONLINE

GENERAL COURSES FOR HR, MANAGERS AND OTHERS

COURSE TITLE	DATES	VENUE
36. Risk and Crisis Management: Safeguarding Your Organisation	12 Feb-16 Feb 2024 19 Feb-23 Feb 2024 26 Feb-01 Mar 202	ARUSHA DAR ES SALAAM ONLINE
37. Business Process Optimization: Enhance Productivity and Profitability	04 Mar-08 Mar 2024 11 Mar-15 Mar 2024 18 Mar-22 Mar 2024	ARUSHA DAR ES SALAAM ONLINE
38. Business Analysis Essential: Drive Organisational Success	25 Mar-29 Mar 2024 01 Apr-05 Apr 2024 08 Apr-12 Apr 2024	ARUSHA DAR ES SALAAM ONLINE
39. Strategic Sales and Marketing Essentials: Boost Business Performance	15 Apr-19 Apr 2024 22 Apr-26 Apr 2024 29 Apr-03 May 2024	ARUSHA DAR ES SALAAM ONLINE
40. Key Performance Indicators Essentials: Turning Metrics into Action	06 May-10 May 2024 13 May-17 May 2024 20 May-24 May 2024	ARUSHA DAR ES SALAAM ONLINE
41. High-Impact Presentation Techniques: Presenting Quality Contents with Confidence	27 May-31 May 2024 03 Jun-07 Jun 2024 10 Jun-14 Jun 2024	ARUSHA DAR ES SALAAM ONLINE
42. Intelligence, Skills, and Strategies for a Comprehensive Customer Management	17 Jun-21 Jun 2024 24 Jun-28 Jun 2024 01 Jul-05 Jul 2024	ARUSHA DAR ES SALAAM ONLINE
43. Virtual Collaboration: Managing Remote Teams	08 Jul-12 Jul 2024 15 Jul-19 Jul 2024 22 Jul-26 Jul 2024	ARUSHA DAR ES SALAAM ONLINE
44. Human Resources Management: Attracting, Developing and Retaining Top Talent	29 Jul-02 Aug 2024 05 Aug-09 Aug 2024 12 Aug-16 Aug 2024	ARUSHA DAR ES SALAAM ONLINE
45. Training of Trainers (ToT): A Comprehensive Guide for Trainers	19 Aug-23 Aug 2024 26 Aug-30 Aug 2024 02 Sep-06 Sep 2024	ARUSHA DAR ES SALAAM ONLINE

GENERAL COURSES FOR HR, MANAGERS AND OTHERS

COURSE TITLE	DATES	VENUE
46. Stress Management, Employee Well-being, and Team Building for Sustainable Organisations	09 Sep-13 Sep 2024 16 Sep-20 Sep 2024 23 Sep-27 Sep 2024	ARUSHA DAR ES SALAAM ONLINE
47. HR Due Diligence and Auditing: Comprehensive Examination of HR Processes	30 Sep-04 Oct 2024 07 Oct-11 Oct 2024 14 Oct-18 Oct 202	ARUSHA DAR ES SALAAM ONLINE
48. Building Capacity for Employees: Effective Utilization of Online Training	21 Oct-25 Oct 2024 28 Oct-01 Nov 2024 04 Nov-08 Nov 2024	ARUSHA DAR ES SALAAM ONLINE
49. HRIS Essentials: Mastering Workforce Dynamics	11 Nov-15 Nov 2024 18 Nov-22 Nov 2024 25 Nov-29 Nov 2024	ARUSHA DAR ES SALAAM ONLINE
50. Enhancing Organisational Productivity: Utilizing Tools and Software for Business Processes	02 Dec-06 Dec 2024 09 Dec-13 Dec 2024 16 Dec-20 Dec 2024	ARUSHA DAR ES SALAAM ONLINE
51. Building Capacity for Employees: Effective Utilization of Online Business Solutions	08 Jan-12 Jan 2024 15 Jan-19 Jan 2024 22 Jan-26 Jan 2024	ARUSHA DAR ES SALAAM ONLINE
52. Effective Meeting Management and Report Writing: Comprehensive Concepts, Tools and Practice	29 Jan-02 Feb 2024 05 Feb-09 Feb 2024 12 Feb-16 Feb 2024	ARUSHA DAR ES SALAAM ONLINE
53. Anger Management and Emotional Intelligence	19 Feb-23 Feb 2024 26 Feb-01 Mar 2024 04 Mar-08 Mar 2024	ARUSHA DAR ES SALAAM ONLINE
54. Retirement Planning: Financial Strategies, Health and Emotional Transition to Retirement	11 Mar-15 Mar 2024 18 Mar-22 Mar 2024 25 Mar-29 Mar 2024	ARUSHA DAR ES SALAAM ONLINE

FEE STRUCTURE
PHYSICAL CLASS: Tsh. 1,000,000/=   **ONLINE CLASS:** Tsh.500,000/=

COURSES FOR PERSONAL SECRETARIES

COURSE TITLE	DATES	VENUE
1. Office Management Essentials for Office Management Assistants and Personal Secretaries	01 Apr-05 Apr 2024 08 Apr-12 Apr 2024 15 Apr-19 Apr 2024	ARUSHA DAR ES SALAAM ONLINE
2. Effective Secretarial Skills: Office Management Ethics, Confidentiality, Time Management and Tools	22 Apr-26 Apr 2024 29 Apr-03 May 2024 06 May-10 May 2024	ARUSHA DAR ES SALAAM ONLINE
3. Efficient Time Management and Effective Communication Skills for Personal Secretaries	13 May-17 May 2024 20 May-24 May 2024 27 May-31 May 2024	ARUSHA DAR ES SALAAM ONLINE
4. Advanced Office Organization and Stress Management for Personal Secretaries	03 Jun-07 Jun 2024 10 Jun-14 Jun 2024 17 Jun-21 Jun 2024	ARUSHA DAR ES SALAAM ONLINE
5. Professional Email Writing, Business Communication and Correspondence for Personal Secretaries	24 Jun-28 Jun 2024 01 Jul-05 Jul 2024 08 Jul-12 Jul 2024	ARUSHA DAR ES SALAAM ONLINE
6. Multitasking Strategies, Tools, and Problem-solving Techniques for Personal Secretaries	15 Jul-19 Jul 2024 22 Jul-26 Jul 2024 29 Jul-02 Aug 2024	ARUSHA DAR ES SALAAM ONLINE
7. Personality Development, Interpersonal Skills and Building Strong Relationships for Personal Secretary	12 Aug-16 Aug 2024 05 Aug-09 Aug 2024 19 Aug-23 Aug 2024	ARUSHA DAR ES SALAAM ONLINE
8. Technology Tools for Productivity and Efficiency for Personal Secretaries	26 Aug-30 Aug 2024 02 Sep-06 Sep 2024 09 Sep-13 Sep 2024	ARUSHA DAR ES SALAAM ONLINE
9. Effective Meeting and Event Coordination for Personal Secretaries	23 Sep-27 Sep 2024 16 Sep-20 Sep 2024 30 Sep-04 Oct 2024	ARUSHA DAR ES SALAAM ONLINE
10. Managing Calendars, Schedules, and Travel Arrangements for Personal Secretaries.	07 Oct-11 Oct 2024 14 Oct-18 Oct 2024 21 Oct-25 Oct 2024	ARUSHA DAR ES SALAAM ONLINE
11. Workplace Etiquette, Communication, and Customer Service for Office Assistants	28 Oct-01 Nov 2024 04 Nov-08 Nov 2024 11 Nov-15 Nov 2024	ARUSHA DAR ES SALAAM ONLINE
12. Basic Computer Skills and Digital Literacy for Office Assistants	18 Nov-22 Nov 2024 25 Nov-29 Nov 2024 02 Dec-06 Dec 2024	ARUSHA DAR ES SALAAM ONLINE

COURSES FOR OFFICE ASSISTANTS

COURSE TITLE	DATES	VENUE
13. Effective Time Management and Task Prioritization for Office Assistants	09 Dec-13 Dec 2024 16 Dec-20 Dec 2024 08 Jan-12 Jan 2024	ARUSHA DAR ES SALAAM ONLINE
14. Teamwork and Collaboration in an Office Environment for Assistants	15 Jan-19 Jan 2024 22 Jan-26 Jan 2024 29 Jan-02 Feb 2024	ARUSHA DAR ES SALAAM ONLINE
15. Document Handling, Records Management, and Filing Systems for Assistants	05 Feb-09 Feb 2024 12 Feb-16 Feb 2024 19 Feb-23 Feb 2024	ARUSHA DAR ES SALAAM ONLINE
16. Defensive Driving Techniques and Road Safety for Professional Drivers	26 Feb-01 Mar 2024 04 Mar-08 Mar 2024 11 Mar-15 Mar 2024	ARUSHA DAR ES SALAAM ONLINE
17. Vehicle Maintenance and Inspection for Driver Safety and Performance	18 Mar-22 Mar 2024 25 Mar-29 Mar 2024 01 Apr-05 Apr 2024	ARUSHA DAR ES SALAAM ONLINE
18. Compliance with Traffic Laws, Regulations, and Hours of Service for Drivers	08 Apr-12 Apr 2024 15 Apr-19 Apr 2024 22 Apr-26 Apr 2024	ARUSHA DAR ES SALAAM ONLINE

FEE STRUCTURE
PHYSICAL CLASS: Tsh. 1,000,000/=   **ONLINE CLASS: Tsh.500,000/=**

COURSES FOR RECORDS MANAGEMENT STAFF

COURSE TITLE	DATES	VENUE
19. Records Management: Classification, Indexing, Retention and Disposal Strategies	06 May-10 May 2024 29 Apr-03 May 2024 13 May-17 May 2024	ARUSHA DAR ES SALAAM ONLINE
20. Electronic, Digital and Clouds Records Systems: Strategies for Effective Records Management	20 May-24 May 2024 27 May-31 May 2024 03 Jun-07 Jun 2024	ARUSHA DAR ES SALAAM ONLINE
21. Records Management Ethics, Confidentiality and Security in Organisations	10 Jun-14 Jun 2024 17 Jun-21 Jun 2024 24 Jun-28 Jun 2024	ARUSHA DAR ES SALAAM ONLINE
22. Records Management for Compliance, Audit, Preservation and Disaster Recovery Planning	01 Jul-05 Jul 2024 08 Jul-12 Jul 2024 15 Jul-19 Jul 2024	ARUSHA DAR ES SALAAM ONLINE

FEE STRUCTURE
PHYSICAL CLASS: Tsh. 1,000,000/=   **ONLINE CLASS: Tsh.500,000/=**

COURSES FOR IT

COURSE TITLE	DATES	VENUE
23. Technology Utilization in Office Work: Emerging Technologies and Trends in IT	22 Jul-26 Jul 2024 29 Jul-02 Aug 2024 05 Aug-09 Aug 2024	ARUSHA DAR ES SALAAM ONLINE
24. IT Security Fundamentals and Threat Mitigation	12 Aug-16 Aug 2024 19 Aug-23 Aug 2024 26 Aug-30 Aug 2024	ARUSHA DAR ES SALAAM ONLINE
25. Network Infrastructure and Data Communications	02 Sep-06 Sep 2024 09 Sep-13 Sep 2024 16 Sep-20 Sep 2024	ARUSHA DAR ES SALAAM ONLINE
26. Network Infrastructure and Data Communications	23 Sep-27 Sep 2024 30 Sep-04 Oct 2024 07 Oct-11 Oct 2024	ARUSHA DAR ES SALAAM ONLINE
27. Cloud Computing and Virtualization Technologies	14 Oct-18 Oct 2024 21 Oct-25 Oct 2024 28 Oct-01 Nov 2024	ARUSHA DAR ES SALAAM ONLINE
28. Cybersecurity Best Practices for IT Professionals	04 Nov-08 Nov 2024 11 Nov-15 Nov 2024 18 Nov-22 Nov 2024	ARUSHA DAR ES SALAAM ONLINE
29. Managing IT Projects and Agile Methodologies	25 Nov-29 Nov 2024 02 Dec-06 Dec 2024 09 Dec-13 Dec 2024	ARUSHA DAR ES SALAAM ONLINE
30. IT Governance and Compliance Frameworks	16 Dec-20 Dec 2024 08 Jan-12 Jan 2024 15 Jan-19 Jan 2024	ARUSHA DAR ES SALAAM ONLINE
31. Data Analytics and Business Intelligence for IT Professionals	22 Jan-26 Jan 2024 29 Jan-02 Feb 2024 05 Feb-09 Feb 2024	ARUSHA DAR ES SALAAM ONLINE
32. IT Service Management and ITIL Foundations	12 Feb-16 Feb 2024 19 Feb-23 Feb 2024 26 Feb-01 Mar 202	ARUSHA DAR ES SALAAM ONLINE
33. IT Risk Management and Disaster Recovery Planning	04 Mar-08 Mar 2024 11 Mar-15 Mar 2024 18 Mar-22 Mar 2024	ARUSHA DAR ES SALAAM ONLINE

COURSES FOR PROCUREMENT OFFICIALS

COURSE TITLE	DATES	VENUE
34. Strategic Sourcing and Supplier Relationship Management	25 Mar-29 Mar 2024 01 Apr-05 Apr 2024 08 Apr-12 Apr 2024	ARUSHA DAR ES SALAAM ONLINE
35. Negotiation Techniques for Procurement Professionals	15 Apr-19 Apr 2024 22 Apr-26 Apr 2024 29 Apr-03 May 2024	ARUSHA DAR ES SALAAM ONLINE
36. Contract Management and Vendor Performance Evaluation	06 May-10 May 2024 13 May-17 May 2024 20 May-24 May 2024	ARUSHA DAR ES SALAAM ONLINE
37. Ethics and Compliance in Procurement Management	27 May-31 May 2024 03 Jun-07 Jun 2024 10 Jun-14 Jun 2024	ARUSHA DAR ES SALAAM ONLINE
38. e-Procurement Strategies and Implementation	17 Jun-21 Jun 2024 24 Jun-28 Jun 2024 01 Jul-05 Jul 2024	ARUSHA DAR ES SALAAM ONLINE
39. Procurement Analytics for Cost Optimization	08 Jul-12 Jul 2024 15 Jul-19 Jul 2024 22 Jul-26 Jul 2024	ARUSHA DAR ES SALAAM ONLINE
40. Sustainable Procurement and Green Supply Chain Management	29 Jul-02 Aug 2024 05 Aug-09 Aug 2024 12 Aug-16 Aug 2024	ARUSHA DAR ES SALAAM ONLINE
41. International Procurement and Global Supply Chain Strategies	19 Aug-23 Aug 2024 26 Aug-30 Aug 2024 02 Sep-06 Sep 2024	ARUSHA DAR ES SALAAM ONLINE
42. Managing Risks and Challenges in Procurement	09 Sep-13 Sep 2024 16 Sep-20 Sep 2024 23 Sep-27 Sep 2024	ARUSHA DAR ES SALAAM ONLINE
43. Effective Communication and Active Listening Skills for Customer Care Professionals	30 Sep-04 Oct 2024 07 Oct-11 Oct 2024 14 Oct-18 Oct 202	ARUSHA DAR ES SALAAM ONLINE
44. World Bank Procurement: Methods, Requirements and Practices	21 Oct-25 Oct 2024 28 Oct-01 Nov 2024 04 Nov-08 Nov 2024	ARUSHA DAR ES SALAAM ONLINE

FEE STRUCTURE

PHYSICAL CLASS: Tsh. 1,000,000/=   **ONLINE CLASS: Tsh.500,000/=**

COURSES FOR CUSTOMER SERVICE OFFICIALS

COURSE TITLE	DATES	VENUE
45. Emotional Intelligence for Customer Service Professionals	21 Oct-25 Oct 2024 28 Oct-01 Nov 2024 04 Nov-08 Nov 2024	ARUSHA DAR ES SALAAM ONLINE
46. Building Customer Loyalty and Creating Memorable Experiences	11 Nov-15 Nov 2024 18 Nov-22 Nov 2024 25 Nov-29 Nov 2024	ARUSHA DAR ES SALAAM ONLINE
47. Handling Difficult Customers and Conflict Resolution in Organisations	02 Dec-06 Dec 2024 09 Dec-13 Dec 2024 16 Dec-20 Dec 2024	ARUSHA DAR ES SALAAM ONLINE
48. Customer Journey Mapping, Service Design Thinking and Omnichannel Customer Service in the Digital Era	08 Jan-12 Jan 2024 15 Jan-19 Jan 2024 22 Jan-26 Jan 2024	ARUSHA DAR ES SALAAM ONLINE
49. Measuring Customer Satisfaction and Service Quality for Improved Service Delivery	29 Jan-02 Feb 2024 05 Feb-09 Feb 2024 12 Feb-16 Feb 2024	ARUSHA DAR ES SALAAM ONLINE
50. Customer Service Leadership and Team Management for Organisation Success	19 Feb-23 Feb 2024 26 Feb-01 Mar 2024 04 Mar-08 Mar 2024	ARUSHA DAR ES SALAAM ONLINE
51. Designing and Implementing Customer Care and Customer Management Programmes	11 Mar-15 Mar 2024 18 Mar-22 Mar 2024 25 Mar-29 Mar 2024	ARUSHA DAR ES SALAAM ONLINE
52. Creating a Customer-Centric Culture within Organizations	01 Apr-05 Apr 2024 08 Apr-12 Apr 2024 15 Apr-19 Apr 2024	ARUSHA DAR ES SALAAM ONLINE

FEE STRUCTURE

PHYSICAL CLASS: Tsh. 1,000,000/=   **ONLINE CLASS: Tsh.500,000/=**

COURSES FOR LEGAL PROFESSIONALS

COURSE TITLE	DATES	VENUE
53. Legal Research, Drafting, and Writing for Professional Legal Conduct	22 Apr-26 Apr 2024 29 Apr-03 May 2024 06 May-10 May 2024	ARUSHA DAR ES SALAAM ONLINE
54. Contract Law and Negotiation Skills for Legal Professionals	13 May-17 May 2024 20 May-24 May 2024 27 May-31 May 2024	ARUSHA DAR ES SALAAM ONLINE
55. Intellectual Property Rights and Protection Strategies for Legal Professionals	03 Jun-07 Jun 2024 10 Jun-14 Jun 2024 17 Jun-21 Jun 2024	ARUSHA DAR ES SALAAM ONLINE
56. Legal Ethics and Professional Responsibility	24 Jun-28 Jun 2024 01 Jul-05 Jul 2024 08 Jul-12 Jul 2024	ARUSHA DAR ES SALAAM ONLINE
57. Compliance and Risk Management in Law	15 Jul-19 Jul 2024 22 Jul-26 Jul 2024 29 Jul-02 Aug 2024	ARUSHA DAR ES SALAAM ONLINE
58. Litigation Skills for Legal Practitioners	12 Aug-16 Aug 2024 05 Aug-09 Aug 2024 19 Aug-23 Aug 2024	ARUSHA DAR ES SALAAM ONLINE
59. Cyber Law and Data Privacy Regulations	26 Aug-30 Aug 2024 02 Sep-06 Sep 2024 09 Sep-13 Sep 2024	ARUSHA DAR ES SALAAM ONLINE
60. International Law and Cross-Border Legal Issues	23 Sep-27 Sep 2024 16 Sep-20 Sep 2024 30 Sep-04 Oct 2024	ARUSHA DAR ES SALAAM ONLINE
61. Legal Project Management and Presentation Skills	07 Oct-11 Oct 2024 14 Oct-18 Oct 2024 21 Oct-25 Oct 2024	ARUSHA DAR ES SALAAM ONLINE

FEE STRUCTURE
PHYSICAL CLASS: Tsh. 1,000,000/=   **ONLINE CLASS: Tsh.500,000/=**

COURSES FOR PUBLIC RELATIONS PROFESSIONALS

COURSE TITLE	DATES	VENUE
62. Effective Media Relations and Press Release Writing	28 Oct-01 Nov 2024 04 Nov-08 Nov 2024 11 Nov-15 Nov 2024	ARUSHA DAR ES SALAAM ONLINE
63. Crisis Communication and Reputation Management	18 Nov-22 Nov 2024 25 Nov-29 Nov 2024 02 Dec-06 Dec 2024	ARUSHA DAR ES SALAAM ONLINE
64. Social Media Management for PR Professionals	09 Dec-13 Dec 2024 16 Dec-20 Dec 2024 08 Jan-12 Jan 2024	ARUSHA DAR ES SALAAM ONLINE
65. Building and Managing Influencer Relations for PR Professionals	15 Jan-19 Jan 2024 22 Jan-26 Jan 2024 29 Jan-02 Feb 2024	ARUSHA DAR ES SALAAM ONLINE
66. Event Planning and Execution for PR Campaigns	05 Feb-09 Feb 2024 12 Feb-16 Feb 2024 19 Feb-23 Feb 2024	ARUSHA DAR ES SALAAM ONLINE
67. Internal Communication Strategies for Organizations	05 Feb-09 Feb 2024 12 Feb-16 Feb 2024 19 Feb-23 Feb 2024	ARUSHA DAR ES SALAAM ONLINE
68. Measuring PR Impact and Return on Investment	26 Feb-01 Mar 2024 04 Mar-08 Mar 2024 11 Mar-15 Mar 2024	ARUSHA DAR ES SALAAM ONLINE
69. Branding and Image Building in Public Relations	18 Mar-22 Mar 2024 25 Mar-29 Mar 2024 01 Apr-05 Apr 2024	ARUSHA DAR ES SALAAM ONLINE
70. Corporate Social Responsibility and PR Campaigns	08 Apr-12 Apr 2024 15 Apr-19 Apr 2024 22 Apr-26 Apr 2024	ARUSHA DAR ES SALAAM ONLINE

FEE STRUCTURE

PHYSICAL CLASS: Tsh. 1,000,000/=   **ONLINE CLASS: Tsh.500,000/=**

COURSES FOR MARKETING AND SALES PROFESSIONALS

COURSE TITLE	DATES	VENUE
71. Marketing Strategies and Planning for Business Success	06 May-10 May 2024 29 Apr-03 May 2024 13 May-17 May 2024	ARUSHA DAR ES SALAAM ONLINE
72. Consumer Behavior and Market Research Techniques	20 May-24 May 2024 27 May-31 May 2024 03 Jun-07 Jun 2024	ARUSHA DAR ES SALAAM ONLINE
73. Digital Marketing: Strategies and Best Practices	10 Jun-14 Jun 2024 17 Jun-21 Jun 2024 24 Jun-28 Jun 2024	ARUSHA DAR ES SALAAM ONLINE
74. Brand Management and Positioning S trategies	01 Jul-05 Jul 2024 08 Jul-12 Jul 2024 15 Jul-19 Jul 2024	ARUSHA DAR ES SALAAM ONLINE
75. Sales Techniques and Relationship Building for Marketing and Sales Professionals	22 Jul-26 Jul 2024 29 Jul-02 Aug 2024 05 Aug-09 Aug 2024	ARUSHA DAR ES SALAAM ONLINE
76. Customer Relationship Management (CRM) Systems and Customer Management Skills	12 Aug-16 Aug 2024 19 Aug-23 Aug 2024 26 Aug-30 Aug 2024	ARUSHA DAR ES SALAAM ONLINE
77. Advertising and Publicity in Marketing Campaigns	02 Sep-06 Sep 2024 09 Sep-13 Sep 2024 16 Sep-20 Sep 2024	ARUSHA DAR ES SALAAM ONLINE
78. Marketing Analytics and Performance Measurement	23 Sep-27 Sep 2024 30 Sep-04 Oct 2024 07 Oct-11 Oct 2024	ARUSHA DAR ES SALAAM ONLINE
79. International Marketing and Global Expansion Strategies	14 Oct-18 Oct 2024 21 Oct-25 Oct 2024 28 Oct-01 Nov 2024	ARUSHA DAR ES SALAAM ONLINE

FEE STRUCTURE

PHYSICAL CLASS: Tsh. 1,000,000/=　　　　**ONLINE CLASS: Tsh.500,000/=**

COURSES FOR ACCOUNTING PROFESSIONALS

COURSE TITLE	DATES	VENUE
80. Financial Analysis and Reporting for Accountants	04 Nov-08 Nov 2024 11 Nov-15 Nov 2024 18 Nov-22 Nov 2024	ARUSHA DAR ES SALAAM ONLINE
81. Tax Planning and Compliance Strategies	25 Nov-29 Nov 2024 02 Dec-06 Dec 2024 09 Dec-13 Dec 2024	ARUSHA DAR ES SALAAM ONLINE
82. Advanced Excel for Accountants: Data Analysis and Visualization	16 Dec-20 Dec 2024 08 Jan-12 Jan 2024 15 Jan-19 Jan 2024	ARUSHA DAR ES SALAAM ONLINE
83. Internal Controls and Fraud Prevention in Accounting	22 Jan-26 Jan 2024 29 Jan-02 Feb 2024 05 Feb-09 Feb 2024	ARUSHA DAR ES SALAAM ONLINE
84. Budgeting and Forecasting Techniques for Accountants	12 Feb-16 Feb 2024 19 Feb-23 Feb 2024 26 Feb-01 Mar 202	ARUSHA DAR ES SALAAM ONLINE
85. International Financial Reporting Standards (IFRS) and GAAP	04 Mar-08 Mar 2024 11 Mar-15 Mar 2024 18 Mar-22 Mar 2024	ARUSHA DAR ES SALAAM ONLINE
86. Auditing Principles and Practices	25 Mar-29 Mar 2024 01 Apr-05 Apr 2024 08 Apr-12 Apr 2024	ARUSHA DAR ES SALAAM ONLINE
87. Cost Accounting and Managerial Decision-Making	15 Apr-19 Apr 2024 22 Apr-26 Apr 2024 29 Apr-03 May 2024	ARUSHA DAR ES SALAAM ONLINE
88. Financial Management for Non-Finance Professionals	06 May-10 May 2024 13 May-17 May 2024 20 May-24 May 2024	ARUSHA DAR ES SALAAM ONLINE
89. Ethical Issues in Accounting and Professional Conduct	27 May-31 May 2024 03 Jun-07 Jun 2024 10 Jun-14 Jun 2024	ARUSHA DAR ES SALAAM ONLINE

FEE STRUCTURE

PHYSICAL CLASS: Tsh. 1,000,000/=   **ONLINE CLASS: Tsh.500,000/=**

COURSES FOR ADMINISTRATORS

COURSE TITLE	DATES	VENUE
90. Effective Time Management and Productivity Boosting for Administrators	17 Jun-21 Jun 2024 24 Jun-28 Jun 2024 01 Jul-05 Jul 2024	ARUSHA DAR ES SALAAM ONLINE
91. Business Writing and Communication Skills for Administrators	08 Jul-12 Jul 2024 15 Jul-19 Jul 2024 22 Jul-26 Jul 2024	ARUSHA DAR ES SALAAM ONLINE
92. Project Management for Administrative Professionals	29 Jul-02 Aug 2024 05 Aug-09 Aug 2024 12 Aug-16 Aug 2024	ARUSHA DAR ES SALAAM ONLINE
93. Strategic Thinking and Problem-Solving in Administration	19 Aug-23 Aug 2024 26 Aug-30 Aug 2024 02 Sep-06 Sep 2024	ARUSHA DAR ES SALAAM ONLINE
94. Office Organization and Workflow Optimization	09 Sep-13 Sep 2024 16 Sep-20 Sep 2024 23 Sep-27 Sep 2024	ARUSHA DAR ES SALAAM ONLINE
95. Change Management and Adaptation in the Workplace	30 Sep-04 Oct 2024 07 Oct-11 Oct 2024 14 Oct-18 Oct 202	ARUSHA DAR ES SALAAM ONLINE
96. Leadership and Motivation for Administrative Teams	21 Oct-25 Oct 2024 28 Oct-01 Nov 2024 04 Nov-08 Nov 2024	ARUSHA DAR ES SALAAM ONLINE
97. Conflict Resolution and Negotiation Skills in Administration	11 Nov-15 Nov 2024 18 Nov-22 Nov 2024 25 Nov-29 Nov 2024	ARUSHA DAR ES SALAAM ONLINE
98. Risk Assessment and Crisis Management for Administrators	02 Dec-06 Dec 2024 09 Dec-13 Dec 2024 16 Dec-20 Dec 2024	ARUSHA DAR ES SALAAM ONLINE

FEE STRUCTURE

PHYSICAL CLASS: Tsh. 1,000,000/=   **ONLINE CLASS: Tsh.500,000/=**

COURSES FOR BANKERS

COURSE TITLE	DATES	VENUE
99. Financial Risk Management and Fraud Prevention Strategies for Bank Staff and Officials	08 Jan-12 Jan 2024 15 Jan-19 Jan 2024 22 Jan-26 Jan 2024	ARUSHA DAR ES SALAAM ONLINE
100. Advanced Excel Techniques for Data Analysis and Reporting in Banking	29 Jan-02 Feb 2024 05 Feb-09 Feb 2024 12 Feb-16 Feb 2024	ARUSHA DAR ES SALAAM ONLINE
101. Strategic Leadership and Decision-Making for Bank Staff and Officials	19 Feb-23 Feb 2024 26 Feb-01 Mar 2024 04 Mar-08 Mar 2024	ARUSHA DAR ES SALAAM ONLINE
102. Customer Relationship Management and Sales Techniques in Banking Industry	11 Mar-15 Mar 2024 18 Mar-22 Mar 2024 25 Mar-29 Mar 2024	ARUSHA DAR ES SALAAM ONLINE
103. Regulatory Compliance and Governance for Bank Staff and Officials	01 Apr-05 Apr 2024 08 Apr-12 Apr 2024 15 Apr-19 Apr 2024	ARUSHA DAR ES SALAAM ONLINE
104. Cybersecurity and Information Protection in Banking Operations	22 Apr-26 Apr 2024 29 Apr-03 May 2024 06 May-10 May 2024	ARUSHA DAR ES SALAAM ONLINE
105. Treasury Management and Cash Flow Optimization for Bank Staff and Officials	13 May-17 May 2024 20 May-24 May 2024 27 May-31 May 2024	ARUSHA DAR ES SALAAM ONLINE
106. Effective Communication and Negotiation Skills for Bank Staff and Officials	03 Jun-07 Jun 2024 10 Jun-14 Jun 2024 17 Jun-21 Jun 2024	ARUSHA DAR ES SALAAM ONLINE
107. Project Management for Bank Staff and Officials: From Planning to Execution	24 Jun-28 Jun 2024 01 Jul-05 Jul 2024 08 Jul-12 Jul 2024	ARUSHA DAR ES SALAAM ONLINE
108. Retail Banking Operations and Customer Service Excellence for Bankers	15 Jul-19 Jul 2024 22 Jul-26 Jul 2024 29 Jul-02 Aug 2024	ARUSHA DAR ES SALAAM ONLINE
109. Asset and Liability Management for Bank Staff and Officials	12 Aug-16 Aug 2024 05 Aug-09 Aug 2024 19 Aug-23 Aug 2024	ARUSHA DAR ES SALAAM ONLINE
110. Wealth Management and Financial Advisory Services for Private Banking	26 Aug-30 Aug 2024 02 Sep-06 Sep 2024 09 Sep-13 Sep 2024	ARUSHA DAR ES SALAAM ONLINE
111. Financial Modelling and Forecasting Techniques for Bank Staff and Officials	23 Sep-27 Sep 2024 16 Sep-20 Sep 2024 30 Sep-04 Oct 2024	ARUSHA DAR ES SALAAM ONLINE
112. Digital Marketing Strategies for Bank Staff and Officials	07 Oct-11 Oct 2024 14 Oct-18 Oct 2024 21 Oct-25 Oct 2024	ARUSHA DAR ES SALAAM ONLINE

COURSES FOR BANKERS

COURSE TITLE	DATES	VENUE
113. Credit Risk Analysis and Loan Underwriting for Bank Staff and Officials	28 Oct-01 Nov 2024 04 Nov-08 Nov 2024 11 Nov-15 Nov 2024	ARUSHA DAR ES SALAAM ONLINE
114. International Trade Finance and Export-Import Financing Concepts	18 Nov-22 Nov 2024 25 Nov-29 Nov 2024 02 Dec-06 Dec 2024	ARUSHA DAR ES SALAAM ONLINE
115. Commercial Real Estate Lending and Financing Strategies for Bank Staff and Officials	09 Dec-13 Dec 2024 16 Dec-20 Dec 2024 08 Jan-12 Jan 2024	ARUSHA DAR ES SALAAM ONLINE
116. Compliance and Anti-Money Laundering (AML) Practices in Banking	15 Jan-19 Jan 2024 22 Jan-26 Jan 2024 29 Jan-02 Feb 2024	ARUSHA DAR ES SALAAM ONLINE
117. Islamic Banking Principles and Practices for Bank Staff and Officials	05 Feb-09 Feb 2024 12 Feb-16 Feb 2024 19 Feb-23 Feb 2024	ARUSHA DAR ES SALAAM ONLINE

COURSES FOR GOVERNMENT OFFICIALS

COURSE TITLE	DATES	VENUE
118. Effective Policy Development and Implementation: From Strategy to Action	26 Feb-01 Mar 2024 04 Mar-08 Mar 2024 11 Mar-15 Mar 2024	ARUSHA DAR ES SALAAM ONLINE
119. Public Sector Leadership: Navigating Change and Driving Organizational Success	18 Mar-22 Mar 2024 25 Mar-29 Mar 2024 01 Apr-05 Apr 2024	ARUSHA DAR ES SALAAM ONLINE
120. Data-Driven Decision Making: Leveraging Analytics for Evidence-Based Governance	08 Apr-12 Apr 2024 15 Apr-19 Apr 2024 22 Apr-26 Apr 2024	ARUSHA DAR ES SALAAM ONLINE
121. Stakeholder Engagement and Collaboration: Building Trust and Achieving Results	06 May-10 May 2024 29 Apr-03 May 2024 13 May-17 May 2024	ARUSHA DAR ES SALAAM ONLINE
122. Strategic Communication: Engaging and Influencing Public Opinion	20 May-24 May 2024 27 May-31 May 2024 03 Jun-07 Jun 2024	ARUSHA DAR ES SALAAM ONLINE
123. Ethical Governance: Balancing Accountability and Transparency	10 Jun-14 Jun 2024 17 Jun-21 Jun 2024 24 Jun-28 Jun 2024	ARUSHA DAR ES SALAAM ONLINE
124. Innovation in Public Service: Driving Efficiency and Effectiveness	01 Jul-05 Jul 2024 08 Jul-12 Jul 2024 15 Jul-19 Jul 2024	ARUSHA DAR ES SALAAM ONLINE
125. Sustainable Development: Balancing Economic Growth and Environmental Responsibility	22 Jul-26 Jul 2024 29 Jul-02 Aug 2024 05 Aug-09 Aug 2024	ARUSHA DAR ES SALAAM ONLINE

COURSES FOR GOVERNMENT OFFICIALS

COURSE TITLE	DATES	VENUE
126. Crisis Management and Disaster Preparedness: Leading Through Challenging Times	12 Aug-16 Aug 2024 19 Aug-23 Aug 2024 26 Aug-30 Aug 2024	ARUSHA DAR ES SALAAM ONLINE
127. Result-Based Management: Ensuring Delivery and Performance in Government	02 Sep-06 Sep 2024 09 Sep-13 Sep 2024 16 Sep-20 Sep 2024	ARUSHA DAR ES SALAAM ONLINE
128. Public-Private Partnerships: Maximizing Collaboration for Service Delivery	23 Sep-27 Sep 2024 30 Sep-04 Oct 2024 07 Oct-11 Oct 2024	ARUSHA DAR ES SALAAM ONLINE
129. Policy Analysis and Evaluation: Evidence-Based Decision Making	14 Oct-18 Oct 2024 21 Oct-25 Oct 2024 28 Oct-01 Nov 2024	ARUSHA DAR ES SALAAM ONLINE
130. Leadership in Digital Governance: Harnessing Technology for Public Service	04 Nov-08 Nov 2024 11 Nov-15 Nov 2024 18 Nov-22 Nov 2024	ARUSHA DAR ES SALAAM ONLINE
131. Public Financial Management: Ensuring Fiscal Accountability and Efficiency	25 Nov-29 Nov 2024 02 Dec-06 Dec 2024 09 Dec-13 Dec 2024	ARUSHA DAR ES SALAAM ONLINE
132. Conflict Resolution and Mediation: Strategies for Effective Problem-Solving	16 Dec-20 Dec 2024 08 Jan-12 Jan 2024 15 Jan-19 Jan 2024	ARUSHA DAR ES SALAAM ONLINE
133. Global Diplomacy and Negotiation: Building Strong Relationships with International Partners	22 Jan-26 Jan 2024 29 Jan-02 Feb 2024 05 Feb-09 Feb 2024	ARUSHA DAR ES SALAAM ONLINE
134. Cybersecurity and Data Privacy: Protecting Digital Assets in the Public Sector	12 Feb-16 Feb 2024 19 Feb-23 Feb 2024 26 Feb-01 Mar 202	ARUSHA DAR ES SALAAM ONLINE
135. Diversity and Inclusion in Government: Enhancing Representation and Empowerment	04 Mar-08 Mar 2024 11 Mar-15 Mar 2024 18 Mar-22 Mar 2024	ARUSHA DAR ES SALAAM ONLINE
136. Disaster Risk Reduction and Resilience: Building Sustainable Communities	25 Mar-29 Mar 2024 01 Apr-05 Apr 2024 08 Apr-12 Apr 2024	ARUSHA DAR ES SALAAM ONLINE
137. Public Engagement and Participation: Empowering Citizens in the Decision-Making Process	15 Apr-19 Apr 2024 22 Apr-26 Apr 2024 29 Apr-03 May 2024	ARUSHA DAR ES SALAAM ONLINE

FEE STRUCTURE

PHYSICAL CLASS: Tsh. 1,000,000/=   **ONLINE CLASS: Tsh.500,000/=**

COURSES FOR CEOs & SENIOR MANAGEMENT TEAM

COURSE TITLE	DATES	VENUE
138. Strategic Leadership: Navigating Change, Innovation, Growth and Driving Organizational Success	06 May-10 May 2024 13 May-17 May 2024 20 May-24 May 2024	ARUSHA DAR ES SALAAM ONLINE
139. Innovation and Disruption: Creating a Culture of Constant Improvement	27 May-31 May 2024 03 Jun-07 Jun 2024 10 Jun-14 Jun 2024	ARUSHA DAR ES SALAAM ONLINE
140. Data-driven Decision Making: Leveraging Analytics for Competitive Advantage	17 Jun-21 Jun 2024 24 Jun-28 Jun 2024 01 Jul-05 Jul 2024	ARUSHA DAR ES SALAAM ONLINE
141. Managing Stakeholder Relationships: Building Trust and Collaboration	08 Jul-12 Jul 2024 15 Jul-19 Jul 2024 22 Jul-26 Jul 2024	ARUSHA DAR ES SALAAM ONLINE
142. Leading through Crisis: Effective Crisis Management and Communication	29 Jul-02 Aug 2024 05 Aug-09 Aug 2024 12 Aug-16 Aug 2024	ARUSHA DAR ES SALAAM ONLINE
143. Financial Acumen for Non-financial CEOs: Understanding Key Financial Concepts	19 Aug-23 Aug 2024 26 Aug-30 Aug 2024 02 Sep-06 Sep 2024	ARUSHA DAR ES SALAAM ONLINE
144. Developing High-Performing Teams: Strategies for Building and Leading Talent	09 Sep-13 Sep 2024 16 Sep-20 Sep 2024 23 Sep-27 Sep 2024	ARUSHA DAR ES SALAAM ONLINE
145. Business Ethics and Corporate Social Responsibility: Balancing Profits and Principles	30 Sep-04 Oct 2024 07 Oct-11 Oct 2024 14 Oct-18 Oct 202	ARUSHA DAR ES SALAAM ONLINE
145. Negotiation and Conflict Resolution: Strategies for Effective Decision-Making	21 Oct-25 Oct 2024 28 Oct-01 Nov 2024 04 Nov-08 Nov 2024	ARUSHA DAR ES SALAAM ONLINE
146. Future-proofing Your Business: Anticipating and Responding to Industry Disruptions	11 Nov-15 Nov 2024 18 Nov-22 Nov 2024 25 Nov-29 Nov 2024	ARUSHA DAR ES SALAAM ONLINE
147. Leadership Excellence: Inspiring and Motivating High-Performing Teams	02 Dec-06 Dec 2024 09 Dec-13 Dec 2024 16 Dec-20 Dec 2024	ARUSHA DAR ES SALAAM ONLINE
148. Digital Transformation: Harnessing Technology for Competitive Advantage	08 Jan-12 Jan 2024 15 Jan-19 Jan 2024 22 Jan-26 Jan 2024	ARUSHA DAR ES SALAAM ONLINE
149. Financial Intelligence: Making Informed Decisions for Long-Term Success	29 Jan-02 Feb 2024 05 Feb-09 Feb 2024 12 Feb-16 Feb 2024	ARUSHA DAR ES SALAAM ONLINE

COURSES FOR CEOs & SENIOR MANAGEMENT TEAM

COURSE TITLE	DATES	VENUE
150. Ethical Leadership: Building Trust and Creating a Culture of Integrity	19 Feb-23 Feb 2024 26 Feb-01 Mar 2024 04 Mar-08 Mar 2024	ARUSHA DAR ES SALAAM ONLINE
151. Managing Risk: Strategies for Sustainable Growth and Resilience	11 Mar-15 Mar 2024 18 Mar-22 Mar 2024 25 Mar-29 Mar 2024	ARUSHA DAR ES SALAAM ONLINE
152. Change Management: Leading Successful Organizational Change	01 Apr-05 Apr 2024 08 Apr-12 Apr 2024 15 Apr-19 Apr 2024	ARUSHA DAR ES SALAAM ONLINE
153. Strategic Partnerships and Alliances: Maximizing Collaborative Opportunities	22 Apr-26 Apr 2024 29 Apr-03 May 2024 06 May-10 May 2024	ARUSHA DAR ES SALAAM ONLINE
154. Talent Management: Attracting, Retaining, and Developing Top Performers	13 May-17 May 2024 20 May-24 May 2024 27 May-31 May 2024	ARUSHA DAR ES SALAAM ONLINE
155. Leading with Emotional Intelligence: Leveraging EQ for Effective Leadership	03 Jun-07 Jun 2024 10 Jun-14 Jun 2024 17 Jun-21 Jun 2024	ARUSHA DAR ES SALAAM ONLINE
156. Executive Presence and Personal Branding: Enhancing Your Leadership Impact	24 Jun-28 Jun 2024 01 Jul-05 Jul 2024 08 Jul-12 Jul 2024	ARUSHA DAR ES SALAAM ONLINE

COURSES FOR PERSONNEL IN THE TOURISM, HOTEL, AND LEISURE INDUSTRY

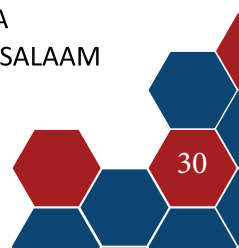| COURSE TITLE	DATES	VENUE
157. Hospitality Management Fundamentals for Hotel and Lodge Managers	15 Jul-19 Jul 2024 22 Jul-26 Jul 2024 29 Jul-02 Aug 2024	ARUSHA DAR ES SALAAM ONLINE
158. Effective Customer Service in the Hospitality Industry	12 Aug-16 Aug 2024 05 Aug-09 Aug 2024 19 Aug-23 Aug 2024	ARUSHA DAR ES SALAAM ONLINE
159. Revenue Management Strategies for Hotels and Lodges	26 Aug-30 Aug 2024 02 Sep-06 Sep 2024 09 Sep-13 Sep 2024	ARUSHA DAR ES SALAAM ONLINE
160. Front Office Operations and Reservation Management	23 Sep-27 Sep 2024 16 Sep-20 Sep 2024 30 Sep-04 Oct 2024	ARUSHA DAR ES SALAAM ONLINE
161. Food and Beverage Management in the Hospitality Industry	07 Oct-11 Oct 2024 14 Oct-18 Oct 2024 21 Oct-25 Oct 2024	ARUSHA DAR ES SALAAM ONLINE
162. Housekeeping and Facility Management in Hotels and Lodges	28 Oct-01 Nov 2024 04 Nov-08 Nov 2024 11 Nov-15 Nov 2024	ARUSHA DAR ES SALAAM ONLINE
163. Risk Management and Security in the Hospitality Industry	18 Nov-22 Nov 2024 25 Nov-29 Nov 2024 02 Dec-06 Dec 2024	ARUSHA DAR ES SALAAM ONLINE
164. Marketing and Sales Strategies for Hotels and Lodges	09 Dec-13 Dec 2024 16 Dec-20 Dec 2024 08 Jan-12 Jan 2024	ARUSHA DAR ES SALAAM ONLINE
165. Event Planning and Management for Hotels and Lodges	15 Jan-19 Jan 2024 22 Jan-26 Jan 2024 29 Jan-02 Feb 2024	ARUSHA DAR ES SALAAM ONLINE
166. Leadership and Team Building in the Hospitality Industry	05 Feb-09 Feb 2024 12 Feb-16 Feb 2024 19 Feb-23 Feb 2024	ARUSHA DAR ES SALAAM ONLINE
167. Managing Online Reputation for Hotels and Lodges	26 Feb-01 Mar 2024 04 Mar-08 Mar 2024 11 Mar-15 Mar 2024	ARUSHA DAR ES SALAAM ONLINE
168. Creating Memorable Guest Experiences in Hospitality	18 Mar-22 Mar 2024 25 Mar-29 Mar 2024 01 Apr-05 Apr 2024	ARUSHA DAR ES SALAAM ONLINE
169. Effective Communication Skills for Hotel and Lodge Managers	08 Apr-12 Apr 2024 15 Apr-19 Apr 2024 22 Apr-26 Apr 2024	ARUSHA DAR ES SALAAM ONLINE
170. Managing Hospitality Technology and Systems for Effective Performance	06 May-10 May 2024 29 Apr-03 May 2024 13 May-17 May 2024	ARUSHA DAR ES SALAAM ONLINE

COURSES FOR PERSONNEL IN THE TOURISM, HOTEL, AND LEISURE INDUSTRY

COURSE TITLE	DATES	VENUE
171. Strategic Planning for Hospitality Businesses	20 May-24 May 2024 27 May-31 May 2024 03 Jun-07 Jun 2024	ARUSHA DAR ES SALAAM ONLINE
172. Financial Management for Hotels and Lodges	10 Jun-14 Jun 2024 17 Jun-21 Jun 2024 24 Jun-28 Jun 2024	ARUSHA DAR ES SALAAM ONLINE
173. Customer Relationship Management in the Hotel Industry: Enhancing Technological Tools and Practices	01 Jul-05 Jul 2024 08 Jul-12 Jul 2024 15 Jul-19 Jul 2024	ARUSHA DAR ES SALAAM ONLINE
174. Managing Employee Training and Development in Hospitality	22 Jul-26 Jul 2024 29 Jul-02 Aug 2024 05 Aug-09 Aug 2024	ARUSHA DAR ES SALAAM ONLINE
175. Tour Operations Management Fundamentals	12 Aug-16 Aug 2024 19 Aug-23 Aug 2024 26 Aug-30 Aug 2024	ARUSHA DAR ES SALAAM ONLINE
176. Creating Unique and Memorable Travel Experiences	02 Sep-06 Sep 2024 09 Sep-13 Sep 2024 16 Sep-20 Sep 2024	ARUSHA DAR ES SALAAM ONLINE
177. Marketing and Promoting Tour Packages	23 Sep-27 Sep 2024 30 Sep-04 Oct 2024 07 Oct-11 Oct 2024	ARUSHA DAR ES SALAAM ONLINE
178. Effective Customer Relationship Management for Tour Operators	14 Oct-18 Oct 2024 21 Oct-25 Oct 2024 28 Oct-01 Nov 2024	ARUSHA DAR ES SALAAM ONLINE
179. Logistics and Transportation Management for Tour Operators	04 Nov-08 Nov 2024 11 Nov-15 Nov 2024 18 Nov-22 Nov 2024	ARUSHA DAR ES SALAAM ONLINE
180. Tour Pricing and Revenue Management Strategies	25 Nov-29 Nov 2024 02 Dec-06 Dec 2024 09 Dec-13 Dec 2024	ARUSHA DAR ES SALAAM ONLINE
181. Cultural Awareness and Sensitivity for Tour Operators	16 Dec-20 Dec 2024 08 Jan-12 Jan 2024 15 Jan-19 Jan 2024	ARUSHA DAR ES SALAAM ONLINE
182. Risk Management and Safety Protocols for Tour Operators	22 Jan-26 Jan 2024 29 Jan-02 Feb 2024 05 Feb-09 Feb 2024	ARUSHA DAR ES SALAAM ONLINE
183. Effective Tour Guide Training and Storytelling Techniques	12 Feb-16 Feb 2024 19 Feb-23 Feb 2024 26 Feb-01 Mar 202	ARUSHA DAR ES SALAAM ONLINE
184. Negotiation and Contracting Skills for Tour Operators	04 Mar-08 Mar 2024 11 Mar-15 Mar 2024 18 Mar-22 Mar 2024	ARUSHA DAR ES SALAAM ONLINE

COURSES FOR PERSONNEL IN THE TOURISM, HOTEL, AND LEISURE INDUSTRY		
COURSE TITLE	**DATES**	**VENUE**
185. Social Media Marketing for Tour Operators	25 Mar-29 Mar 2024 01 Apr-05 Apr 2024 08 Apr-12 Apr 2024	ARUSHA DAR ES SALAAM ONLINE
186. Managing Partnerships and Alliances in Tour Operations	15 Apr-19 Apr 2024 22 Apr-26 Apr 2024 29 Apr-03 May 2024	ARUSHA DAR ES SALAAM ONLINE
187. Designing and Developing Customized Tour Itineraries	06 May-10 May 2024 13 May-17 May 2024 20 May-24 May 2024	ARUSHA DAR ES SALAAM ONLINE
188. Business Development Strategies for Tour Operators	27 May-31 May 2024 03 Jun-07 Jun 2024 10 Jun-14 Jun 2024	ARUSHA DAR ES SALAAM ONLINE
189. HR Fundamentals for the Leisure Industry	17 Jun-21 Jun 2024 24 Jun-28 Jun 2024 01 Jul-05 Jul 2024	ARUSHA DAR ES SALAAM ONLINE
190. Recruitment and Selection Strategies for the Leisure Industry	08 Jul-12 Jul 2024 15 Jul-19 Jul 2024 22 Jul-26 Jul 2024	ARUSHA DAR ES SALAAM ONLINE
191. Performance Management and Appraisal in the Leisure Industry	29 Jul-02 Aug 2024 05 Aug-09 Aug 2024 12 Aug-16 Aug 2024	ARUSHA DAR ES SALAAM ONLINE
192. Employee Engagement and Retention in Leisure Businesses	19 Aug-23 Aug 2024 26 Aug-30 Aug 2024 02 Sep-06 Sep 202	ARUSHA DAR ES SALAAM ONLINE
193. Diversity and Inclusion in Leisure Organizations	09 Sep-13 Sep 2024 16 Sep-20 Sep 2024 23 Sep-27 Sep 2024	ARUSHA DAR ES SALAAM ONLINE
194. Managing Employee Relations in the Leisure Industry	30 Sep-04 Oct 2024 07 Oct-11 Oct 2024 14 Oct-18 Oct 202	ARUSHA DAR ES SALAAM ONLINE
195. Compensation and Benefits Practices in Leisure Businesses	21 Oct-25 Oct 2024 28 Oct-01 Nov 2024 04 Nov-08 Nov 2024	ARUSHA DAR ES SALAAM ONLINE
196. Advanced Customer Service for Tour Operators	11 Nov-15 Nov 2024 18 Nov-22 Nov 2024 25 Nov-29 Nov 2024	ARUSHA DAR ES SALAAM ONLINE
197. Tour Operations: Management and Strategy for Successful Tour Business	02 Dec-06 Dec 2024 09 Dec-13 Dec 2024 16 Dec-20 Dec 2024	ARUSHA DAR ES SALAAM ONLINE
198. Travel and Tourism Marketing Essentials	08 Jan-12 Jan 2024 15 Jan-19 Jan 2024 22 Jan-26 Jan 2024	ARUSHA DAR ES SALAAM ONLINE

COURSES FOR PERSONNEL IN THE TOURISM, HOTEL, AND LEISURE INDUSTRY

COURSE TITLE	DATES	VENUE
199. Effective Crisis Management for Tour Operators	29 Jan-02 Feb 2024 05 Feb-09 Feb 2024 12 Feb-16 Feb 2024	ARUSHA DAR ES SALAAM ONLINE
200. Tour Operators and Digital Transformation	19 Feb-23 Feb 2024 26 Feb-01 Mar 2024 04 Mar-08 Mar 2024	ARUSHA DAR ES SALAAM ONLINE
201. Tour Packages Creation and Pricing Strategies	11 Mar-15 Mar 2024 18 Mar-22 Mar 2024 25 Mar-29 Mar 2024	ARUSHA DAR ES SALAAM ONLINE
202. Navigating Legal, Ethical, Cultural Sensitivity and Risk Management in Tour Operation	01 Apr-05 Apr 2024 08 Apr-12 Apr 2024 15 Apr-19 Apr 2024	ARUSHA DAR ES SALAAM ONLINE
203. Adventure Tour Operation, Tour Guiding, and Tour Management	22 Apr-26 Apr 2024 29 Apr-03 May 2024 06 May-10 May 2024	ARUSHA DAR ES SALAAM ONLINE
204. Insurance Sales and Marketing Strategies	13 May-17 May 2024 20 May-24 May 2024 27 May-31 May 2024	ARUSHA DAR ES SALAAM ONLINE
205. Risk Assessment, Evaluation and Management for Insurance Professionals	03 Jun-07 Jun 2024 10 Jun-14 Jun 2024 17 Jun-21 Jun 2024	ARUSHA DAR ES SALAAM ONLINE
206. Claims Handling and Processing in Insurance for Satisfactory Customer Experience	24 Jun-28 Jun 2024 01 Jul-05 Jul 2024 08 Jul-12 Jul 2024	ARUSHA DAR ES SALAAM ONLINE
207. "Insurance Fraud Detection and Prevention"	15 Jul-19 Jul 2024 22 Jul-26 Jul 2024 29 Jul-02 Aug 2024	ARUSHA DAR ES SALAAM ONLINE
208. "Insurance Law, Ethics and Work Culture: Meeting Organisational and Customer Needs	12 Aug-16 Aug 2024 05 Aug-09 Aug 2024 19 Aug-23 Aug 2024	ARUSHA DAR ES SALAAM ONLINE
209. Cyber Insurance and Data Security and Reinsurance in the Insurance Industry	26 Aug-30 Aug 2024 02 Sep-06 Sep 2024 09 Sep-13 Sep 2024	ARUSHA DAR ES SALAAM ONLINE
210. Customer Relationship Management for Insurance Professionals	23 Sep-27 Sep 2024 16 Sep-20 Sep 2024 30 Sep-04 Oct 2024	ARUSHA DAR ES SALAAM ONLINE
211. Insurance Compliance and Regulatory Practices	07 Oct-11 Oct 2024 14 Oct-18 Oct 2024 21 Oct-25 Oct 2024	ARUSHA DAR ES SALAAM ONLINE

COURSES FOR PERSONNEL IN THE TOURISM, HOTEL, AND LEISURE INDUSTRY

COURSE TITLE	DATES	VENUE
212. Insurance Technologies and Innovations: Utilizing Technology for Effective Performance	28 Oct-01 Nov 2024 04 Nov-08 Nov 2024 11 Nov-15 Nov 2024	ARUSHA DAR ES SALAAM ONLINE
213. Insurance Claims Adjusting and Negotiation	18 Nov-22 Nov 2024 25 Nov-29 Nov 2024 02 Dec-06 Dec 2024	ARUSHA DAR ES SALAAM ONLINE

COURSES FOR PROJECT MANAGEMENT PERSONNEL

COURSE TITLE	DATES	VENUE
214. Project Risk Management Essentials and Stakeholder Management Techniques	09 Dec-13 Dec 2024 16 Dec-20 Dec 2024 08 Jan-12 Jan 2024	ARUSHA DAR ES SALAAM ONLINE
215. Leadership Skills and Strategic Management for Project Managers	15 Jan-19 Jan 2024 22 Jan-26 Jan 2024 29 Jan-02 Feb 2024	ARUSHA DAR ES SALAAM ONLINE
216. Budgeting and Cost Control in Project Management	05 Feb-09 Feb 2024 12 Feb-16 Feb 2024 19 Feb-23 Feb 2024	ARUSHA DAR ES SALAAM ONLINE
217. Quality Management and Conflict Resolution in Project Management	26 Feb-01 Mar 2024 04 Mar-08 Mar 2024 11 Mar-15 Mar 2024	ARUSHA DAR ES SALAAM ONLINE
218. Project Procurement and Contract Management	18 Mar-22 Mar 2024 25 Mar-29 Mar 2024 01 Apr-05 Apr 2024	ARUSHA DAR ES SALAAM ONLINE
219. Time Management, Team Building and Collaboration for Project Success: Tools and Strategies	08 Apr-12 Apr 2024 15 Apr-19 Apr 2024 22 Apr-26 Apr 2024	ARUSHA DAR ES SALAAM ONLINE
220. Change Management, Project Evaluation and Monitoring Techniques in Projects	06 May-10 May 2024 29 Apr-03 May 2024 13 May-17 May 2024	ARUSHA DAR ES SALAAM ONLINE
221. Project Documentation and Reporting	20 May-24 May 2024 27 May-31 May 2024 03 Jun-07 Jun 2024	ARUSHA DAR ES SALAAM ONLINE
222. Project Resource Management: Strategies and Tools for Effective Resource Management	10 Jun-14 Jun 2024 17 Jun-21 Jun 2024 24 Jun-28 Jun 2024	ARUSHA DAR ES SALAAM ONLINE
223. Leading Virtual Project Teams and Ethical Considerations in Project Management	01 Jul-05 Jul 2024 08 Jul-12 Jul 2024 15 Jul-19 Jul 2024	ARUSHA DAR ES SALAAM ONLINE

COURSES FOR NGOs

COURSE TITLE	DATES	VENUE
224. Grant Writing, Proposal Development and Fundraising Strategies for NGOs	22 Jul-26 Jul 2024 29 Jul-02 Aug 2024 05 Aug-09 Aug 2024	ARUSHA DAR ES SALAAM ONLINE
225. Strategic Planning for Nonprofits: Reimagining the Future of the Organisation	12 Aug-16 Aug 2024 19 Aug-23 Aug 2024 26 Aug-30 Aug 2024	ARUSHA DAR ES SALAAM ONLINE
226. Project, Financial and Human Resource Management for NGOs	02 Sep-06 Sep 2024 09 Sep-13 Sep 2024 16 Sep-20 Sep 2024	ARUSHA DAR ES SALAAM ONLINE
227. Monitoring and Evaluation in the NGO Sector	23 Sep-27 Sep 2024 30 Sep-04 Oct 2024 07 Oct-11 Oct 2024	ARUSHA DAR ES SALAAM ONLINE
228. Advocacy, Effective Communication and Policy Influence for NGOs	14 Oct-18 Oct 2024 21 Oct-25 Oct 2024 28 Oct-01 Nov 2024	ARUSHA DAR ES SALAAM ONLINE
229. Nonprofit Governance and Board Development	04 Nov-08 Nov 2024 11 Nov-15 Nov 2024 18 Nov-22 Nov 2024	ARUSHA DAR ES SALAAM ONLINE
230. Volunteer Management and Other Stakeholders' Management in NGOs	25 Nov-29 Nov 2024 02 Dec-06 Dec 2024 09 Dec-13 Dec 2024	ARUSHA DAR ES SALAAM ONLINE
231. Impact Measurement and Social Return on Investment (SROI) in NGOs	16 Dec-20 Dec 2024 08 Jan-12 Jan 2024 15 Jan-19 Jan 2024	ARUSHA DAR ES SALAAM ONLINE
232. Human Resource Management in Nonprofits	22 Jan-26 Jan 2024 29 Jan-02 Feb 2024 05 Feb-09 Feb 2024	ARUSHA DAR ES SALAAM ONLINE
233. Traditional Marketing and Social Media Marketing for Nonprofits	12 Feb-16 Feb 2024 19 Feb-23 Feb 2024 26 Feb-01 Mar 202	ARUSHA DAR ES SALAAM ONLINE
234. Legal and Regulatory Compliance for NGOs	04 Mar-08 Mar 2024 11 Mar-15 Mar 2024 18 Mar-22 Mar 2024	ARUSHA DAR ES SALAAM ONLINE
235. Program Development and Management: For Effective Community Impact	25 Mar-29 Mar 2024 01 Apr-05 Apr 2024 08 Apr-12 Apr 2024	ARUSHA DAR ES SALAAM ONLINE
236. Strategic Partnerships, Collaboration and Resource Mobilization for NGOs	15 Apr-19 Apr 2024 22 Apr-26 Apr 2024 29 Apr-03 May 2024	ARUSHA DAR ES SALAAM ONLINE
237. Leadership Development and Ethical Issues for NGO Managers	06 May-10 May 2024 13 May-17 May 2024 20 May-24 May 2024	ARUSHA DAR ES SALAAM ONLINE

COURSES FOR NGOs

COURSE TITLE	DATES	VENUE
238. Event Planning and Management for Nonprofits	27 May-31 May 2024 03 Jun-07 Jun 2024 10 Jun-14 Jun 2024	ARUSHA DAR ES SALAAM ONLINE
239. Capacity Building and Training in NGOs	17 Jun-21 Jun 2024 24 Jun-28 Jun 2024 01 Jul-05 Jul 2024	ARUSHA DAR ES SALAAM ONLINE
240. Community Engagement and Development	08 Jul-12 Jul 2024 15 Jul-19 Jul 2024 22 Jul-26 Jul 2024	ARUSHA DAR ES SALAAM ONLINE
241. Technology and Data Management for NGOs	29 Jul-02 Aug 2024 05 Aug-09 Aug 2024 12 Aug-16 Aug 2024	ARUSHA DAR ES SALAAM ONLINE
242. NGO Fundraising Events and Campaigns Management	19 Aug-23 Aug 2024 26 Aug-30 Aug 2024 02 Sep-06 Sep 202	ARUSHA DAR ES SALAAM ONLINE
243. Impact Assessment and Reporting for NGOs	09 Sep-13 Sep 2024 16 Sep-20 Sep 2024 23 Sep-27 Sep 2024	ARUSHA DAR ES SALAAM ONLINE
244. Meeting Management and Report Writing for NGOs	30 Sep-04 Oct 2024 07 Oct-11 Oct 2024 14 Oct-18 Oct 202	ARUSHA DAR ES SALAAM ONLINE
245. Gender Mainstreaming in NGO Programs	21 Oct-25 Oct 2024 28 Oct-01 Nov 2024 04 Nov-08 Nov 2024	ARUSHA DAR ES SALAAM ONLINE
246. Advocacy Campaign Planning and Execution	11 Nov-15 Nov 2024 18 Nov-22 Nov 2024 25 Nov-29 Nov 2024	ARUSHA DAR ES SALAAM ONLINE
247. Fundraising Strategies for Small NGOs	02 Dec-06 Dec 2024 09 Dec-13 Dec 2024 16 Dec-20 Dec 2024	ARUSHA DAR ES SALAAM ONLINE
248. Social Entrepreneurship and Sustainable Income Generation for NGOs	08 Jan-12 Jan 2024 15 Jan-19 Jan 2024 22 Jan-26 Jan 2024	ARUSHA DAR ES SALAAM ONLINE
249. NGO Collaboration and Networking	29 Jan-02 Feb 2024 05 Feb-09 Feb 2024 12 Feb-16 Feb 2024	ARUSHA DAR ES SALAAM ONLINE
250. Emotional Intelligence and Conflict Resolution in NGO Leadership	19 Feb-23 Feb 2024 26 Feb-01 Mar 2024 04 Mar-08 Mar 2024	ARUSHA DAR ES SALAAM ONLINE
251. Fundamentals of Corporate Social Responsibility (CSR)	11 Mar-15 Mar 2024 18 Mar-22 Mar 2024 25 Mar-29 Mar 2024	ARUSHA DAR ES SALAAM ONLINE
252. Nonprofit Marketing through Storytelling	01 Apr-05 Apr 2024 08 Apr-12 Apr 2024 15 Apr-19 Apr 2024	ARUSHA DAR ES SALAAM ONLINE

COURSES FOR EDUCATION MANAGEMENT

COURSE TITLE	DATES	VENUE
253. Financial Management in Education: Budgeting and Resource Allocation	22 Apr-26 Apr 2024 29 Apr-03 May 2024 06 May-10 May 2024	ARUSHA DAR ES SALAAM ONLINE
254. Data-Driven Decision-Making in Education	13 May-17 May 2024 20 May-24 May 2024 27 May-31 May 2024	ARUSHA DAR ES SALAAM ONLINE
255. Leadership and Management Skills for School Administrators	03 Jun-07 Jun 2024 10 Jun-14 Jun 2024 17 Jun-21 Jun 2024	ARUSHA DAR ES SALAAM ONLINE
256. Human Resource Management in Educational Institutions	24 Jun-28 Jun 2024 01 Jul-05 Jul 2024 08 Jul-12 Jul 2024	ARUSHA DAR ES SALAAM ONLINE
257. Curriculum Development and Implementation in Education	15 Jul-19 Jul 2024 22 Jul-26 Jul 2024 29 Jul-02 Aug 2024	ARUSHA DAR ES SALAAM ONLINE
258. Assessment and Evaluation in Education: Enhancing Learning Outcomes	12 Aug-16 Aug 2024 05 Aug-09 Aug 2024 19 Aug-23 Aug 2024	ARUSHA DAR ES SALAAM ONLINE
259. Managing Change and Innovation in Education	26 Aug-30 Aug 2024 02 Sep-06 Sep 2024 09 Sep-13 Sep 2024	ARUSHA DAR ES SALAAM ONLINE
260. Managing School Improvement: Strategies and Techniques	23 Sep-27 Sep 2024 16 Sep-20 Sep 2024 30 Sep-04 Oct 2024	ARUSHA DAR ES SALAAM ONLINE
261. Legal, Ethical and Inclusive Issues in Education Management	07 Oct-11 Oct 2024 14 Oct-18 Oct 2024 21 Oct-25 Oct 2024	ARUSHA DAR ES SALAAM ONLINE
262. Building and Sustaining Partnerships in the Education Sector	28 Oct-01 Nov 2024 04 Nov-08 Nov 2024 11 Nov-15 Nov 2024	ARUSHA DAR ES SALAAM ONLINE
263. Technology Integration in Education Management	18 Nov-22 Nov 2024 25 Nov-29 Nov 2024 02 Dec-06 Dec 2024	ARUSHA DAR ES SALAAM ONLINE
264. Crisis Management and Emergency Preparedness in Education	09 Dec-13 Dec 2024 16 Dec-20 Dec 2024 08 Jan-12 Jan 2024	ARUSHA DAR ES SALAAM ONLINE
265. Financial Management in Education: Budgeting and Resource Allocation	15 Jan-19 Jan 2024 22 Jan-26 Jan 2024 29 Jan-02 Feb 2024	ARUSHA DAR ES SALAAM ONLINE

COURSES FOR EDUCATION MANAGEMENT

COURSE TITLE	DATES	VENUE
266. Data-Driven Decision-Making in Education	05 Feb-09 Feb 2024 12 Feb-16 Feb 2024 19 Feb-23 Feb 2024	ARUSHA DAR ES SALAAM ONLINE
267. Leadership and Management Skills for School Administrators	26 Feb-01 Mar 2024 04 Mar-08 Mar 2024 11 Mar-15 Mar 2024	ARUSHA DAR ES SALAAM ONLINE
268. Human Resource Management in Educational Institutions	18 Mar-22 Mar 2024 25 Mar-29 Mar 2024 01 Apr-05 Apr 2024	ARUSHA DAR ES SALAAM ONLINE
269. Curriculum Development and Implementation in Education	08 Apr-12 Apr 2024 15 Apr-19 Apr 2024 22 Apr-26 Apr 2024	ARUSHA DAR ES SALAAM ONLINE
270. Assessment and Evaluation in Education: Enhancing Learning Outcomes	06 May-10 May 2024 29 Apr-03 May 2024 13 May-17 May 2024	ARUSHA DAR ES SALAAM ONLINE
271. Managing Change and Innovation in Education	20 May-24 May 2024 27 May-31 May 2024 03 Jun-07 Jun 2024	ARUSHA DAR ES SALAAM ONLINE
272. Managing School Improvement: Strategies and Techniques	10 Jun-14 Jun 2024 17 Jun-21 Jun 2024 24 Jun-28 Jun 2024	ARUSHA DAR ES SALAAM ONLINE
273. Legal, Ethical and Inclusive Issues in Education Management	01 Jul-05 Jul 2024 08 Jul-12 Jul 2024 15 Jul-19 Jul 2024	ARUSHA DAR ES SALAAM ONLINE
274. Building and Sustaining Partnerships in the Education Sector	22 Jul-26 Jul 2024 29 Jul-02 Aug 2024 05 Aug-09 Aug 2024	ARUSHA DAR ES SALAAM ONLINE
275. Technology Integration in Education Management	12 Aug-16 Aug 2024 19 Aug-23 Aug 2024 26 Aug-30 Aug 2024	ARUSHA DAR ES SALAAM ONLINE
276. Crisis Management and Emergency Preparedness in Education	02 Sep-06 Sep 2024 09 Sep-13 Sep 2024 16 Sep-20 Sep 2024	ARUSHA DAR ES SALAAM ONLINE
277. Payroll Management: Principles and Best Practices for Effective Administration.	23 Sep-27 Sep 2024 30 Sep-04 Oct 2024 07 Oct-11 Oct 2024	ARUSHA DAR ES SALAAM ONLINE

1. **BUSINESS ADVICE:** Starrich offers clients reliable advice from the business conception, business growth complexities, capital-raising options, a new business set-up, and better exit strategies. With this service, a client is assured of continued support that guarantees peace of mind while reflecting on business growth.

2. **SEARCHING FOR INVESTORS:** We know that it is hectic to search for genuine investors, and it may be costly in terms of financial resources, time and expertise to manage such negotiations. Starrich business is taking this burden on behalf of a genuine client, and with the assured assessment, the client will be assisted in searching for the right business partner and investor with whom they will sail together in business success.

3. **SEARCHING FOR NGOs FUNDING:** With our extensive database and network of funders, we are committed to seeing local people and their communities thriving through Non-Governmental Organisation initiatives. For this reason, we are proud to collaborate with NGOs to search for better funding options that will ultimately convert their initiatives into community development.

4. **BUSINESS PROPOSAL WRITING SERVICES:** Starrich is offering business proposal writing services for individuals and organisations intending to capture the business opportunities on their sight that need a full written document as a business proposal offering.

5. **BUSINESS PLAN WRITING:** A good business needs to have a compressive guideline on what is required for starting a business, what it offers as services or products, the market of products and services, the profit and loss projections, the status and forecasts of the balance sheet and other essential details depending on the nature of the business.

6. **MARKETING RESEARCH:** If you intend to conduct marketing research for your product, service or business in general, then Starrich Consulting International is your reliable solution. We offer marketing research for different categories and budgets that will finally improve your product or service penetration.

7. **GENERAL CONSULTANCY SERVICES:** We offer several consultancy services based on writing business documents such as training plans, strategic plans, financial plans, procurement plans and other related documents.

4.0   MODALITY

Choose any course of your interest, and when you want to attend, we will facilitate the course even if you are the only participant.

We can conduct this course in-house by visiting your organisation, or you attend in person in Arusha.

5.0   CONTACT

Contact our course coordinator for any course of your interest and other details.

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