



THE UNITED REPUBLIC OF TANZANIA
PRESIDENT'S OFFICE



PUBLIC SERVICE MANAGEMENT AND GOOD GOVERNANCE

TANZANIA PUBLIC SERVICE COLLEGE
(TPSC)

SHORT COURSES FOR 2017 / 2018

S/N	COURSE	VENUE	DURATION	COST	TARGET GROUP	DATES
1.	EFFECTIVE COMMUNICATION & REPORT WRITING	MOROGORO	TWO WEEKS	1,000,000	ADMINISTRATIVE OFFICERS, COMM OFFICERS, PUBLIC RELATIONS OFFICERS	JULY, SEPT, DEC, 2017 & FEB, JUNE 2018
2.	FINANCIAL STRATEGIC MANAGEMENT	DSM MOROGORO TABORA TANGA	ONE WEEK	500,000	FINANCIAL MANAGERS, ACCOUNTANTS, AUDITORS	AUG, NOV, 2017 & FEB, MARCH, MAY, 2018
3.	CUSTOMER RELATIONSHIP & COMPLAINTS HANDLING IN THE PUBLIC SERVICE	DSM MOROGORO SINGIDA DODOMA	ONE WEEK	500,000	SENIOR & MIDDLE LEVEL EXECUTIVES, HR PROFESSIONALS & ALL OTHER PUBLIC SERVANTS	JULY, SEPT, NOV 2017 & JAN, APRIL, JUNE 2018
4.	EFFECTIVE STRATEGIC PLANNING	DSM	TWO WEEKS	1,000,000	SENIOR OFFICIALS FROM PUBLIC SECTORS	JULY, OCT, DEC 2017 & JAN, MARCH MAY, 2018
5.	PROCUREMENT AND CONTRACT MANAGEMENT	DSM BAGAMOYO	ONE WEEK	500,000	PROCUREMENT OFFICERS, SUPPLIES OFFICERS, HEADS OF SECTIONS AND DEPARTMENTS	JULY, SEPT NOV, 2017 & FEB, APRIL, JUNE 2018
6.	ETHICS, GOOD GOVERNANCE AND ACCOUNTABILITY	MOROGORO SINGIDA TANGA	ONE WEEK	500,000	SENIOR OFFICERS FROM LGAs, RSs AND OTHER PROFESSIONS	JULY, SEPT, DEC 2017 & MARCH, MAY 2018
7.	ETHICS AND CUSTOMER CARE FOR SECRETARIES	DSM MOROGORO ARUSHA	TWO WEEKS	1,000,000	SECRETARIES, MANAGEMENT SECRETARIES AND EXECUTIVE ASSISTANTS	JULY, SEPT, NOV, 2017 & JAN, APRIL, JUNE 2018

8.	RECORDS AND INFORMATION MANAGEMENT	DSM BAGAMOYO MOROGORO	ONE WEEK	500,000	RECORDS AND REGISTRY STAFF	JULY, SEPT, DEC, 2017 & APRIL, JUNE, 2018.
9.	EFFECTIVE HUMAN RESOURCE PLANNING AND EMPLOYEES ENGAGEMENT	DSM MOROGORO TABORA TANGA	TWO WEEKS	1,000,000	HR OFFICERS	JULY, SEPT, DEC, 2017 & MAY, JUNE 2018
10.	OPRAS	DSM MOROGORO TABORA MBEYA MTWARA	ONE WEEK	500,000	SECTION HEADS, HR OFFICERS IN MDAs LGAs,RSs AND OTHERS	AUG, NOV, 2017 & JAN MARCH JUNE, 2018
11.	RETIREMENT PLANNING	DSM MOROGORO TABORA MTWARA SINGIDA MBEYA	TWO WEEKS	1,000,000	ALL EMPLOYEES EXPECTED TO RETIRE FROM PUBLIC SERVICES	JULY SEPT, DEC, 2017 & JAN, MARCH, MAY, 2018
12.	PUBLIC FINANCE ACT, PROCUREMENT ACTS, 2011 & REGULATIONS 2013	DSM MOROGORO SINGIDA DODOMA MBEYA TABORA	ONE WEEK	500,000	ACCOUNTANTS, AUDITORS, CASHIERS, PROCUREMENT AND SUPPLIES OFFICERS	AUG, NOV, 2017 & FEB, MAY 2018
13.	LEADING CHANGE AND TEAM BUILDING	ARUSHA, MOROGORO, DODOMA SINGIDA MTWARA	ONE WEEK	500,000	DEPARTMENTAL/ SECTION HEADS	JUL, SEPT, NOV, 2017 & JAN, MAY, 2018
14.	MANAGERIAL SKILLS FOR SECRETARIES	MOROGORO ARUSHA TANGA MBEYA	TWO WEEKS	1,000,000	SECRETARIES, OFFICE MANAGEMENT SECRETARIES, AND EXECUTIVE ASSISTANTS	JULY, SEPT, DEC, 2017 & FEB, APRIL, JUNE 2018
15.	JOB ANALYSIS AND EVALUATION	MOROGORO, TANGA, TABORA MBEYA	ONE WEEK	500,000	HR OFFICERS	AUG, NOV, 2017 & FEB, JUNE, 2018
16.	PUBLIC POLICY IN THE CONTEXT OF ORGANIZATION BUDGETARY PROCESS AND CONTROL	MOROGORO DODOMA MTWARA SINGIDA	TWO WEEKS	1,000,000	FINANCIAL MANAGERS, PLANNING AND EVALUATION OFFICERS, BUDGETTING OFFICERS, AUDITORS AND ACCOUNTANTS	JULY, DEC, 2017 & APRIL, JUNE 2018
17.	MONITORING AND EVALUATION	DSM BAGAMOYO TABORA MBEYA TANGA	ONE WEEK	500,000	EMPLOYEES IN THE PUBLIC SECTOR, PLANNING MANAGERS/ OFFICERS	AUG, NOV, 2017 & MAY, 2018

18.	STRATEGIC NEGOTIATION SKILLS	MOROGORO ARUSHA TANGA DSM TABORA	ONE WEEK	500,000	EMPLOYEES IN THE PUBLIC SECTOR	OCT, 2017 & APRIL, JUNE 2018
19.	BUSINESS PLANNING FOR EXECUTIVE AGENCIES	DODOMA ARUSHA BAGAMOYO MBEYA SINGIDA	ONE WEEK	500,000	HEADS OF SECTIONS AND DEPARTMENTS	DEC 2017 & MARCH, JUNE 2018
20.	SUPERVISORY SKILLS FOR LINE MANAGERS	DSM MOROGORO MTWARA TANGA	ONE WEEK	500,000	LINE MANAGERS, HEADS OF SECTIONS AND DEPARTMENTS	NOV, 2017 & APRIL, 2018
21.	RISK MANAGEMENT TRAINING PROGRAM	MOROGORO DODOMA DSM	TWO WEEKS	1,000,000	HEADS OF DEPARTMENTS/ SECTIONS, RISK MANAGEMENT OFFICERS, AUDITORS	AUG 2017 & JAN, JUNE, 2018
22.	EFFECTIVE OFFICE MANAGEMENT AND ADMINISTRATION SKILLS	DODOMA MOROGORO DSM MBEYA SINGIDA	ONE WEEK	500,000	HUMAN RESOURCE AND ADMINISTRATION OFFICERS	NOV, 2017 & APRIL, JUNE 2018
23.	CAPITAL BUDGETING TRAINING PROGRAM	ARUSHA TANGA MOROGORO TABORA MBEYA DSM	ONE WEEK	500,000	FINANCE OFFICERS, INVESTMENT OFFICERS, PROJECT PLANNERS, AUDITORS	SEPT, NOV, 2017 & MAY, 2018
24.	E-RECORDS MANAGEMENT FOR EFFECTIVE E-GOVERNMENT	DSM MOROGORO TANGA MBEYA	ONE WEEK	500,000	RECORDS OFFICERS, INFORMATION MANAGERS, IT PERSONNEL AND ACTION OFFICERS	JULY, SEPT, 2017 & APRIL, JUNE 2018
25.	TELEPHONE HANDLING TECHNIQUES	MOROGORO BAGAMOYO DSM TABORA MBEYA	ONE WEEK	500,000	TELEPHONE OPERATORS, RECEPTIONISTS	AUGUST, NOV, 2017 & JAN, JUNE, 2018
26.	MAFUNZO YA UONGOZI NA UTAWALA KWA MADIWANI	TANGA SINGIDA TABORA MBEYA MTWARA DSM	ONE WEEK	500,000	MADIWANI	NOV 2017 & MARCH, 2018
27.	INDUCTION TRAINING	DSM TANGA SINGIDA TABORA MOROGORO MTWARA MBEYA	ONE WEEK	500,000	NEW EMPLOYEES IN THE PUBLIC SERVICE	JULY, SEPT, DEC 2017 & FEB, APRIL, JUNE, 2018

28.	WORKPLACE WELLNESS PROGRAM	DSM TABORA	ONE WEEK	500,000	ALL PUBLIC SERVANTS	NOV, 2017 & JUNE, 2018
29.	COMMUNICATION AND PUBLIC RELATIONS	DSM MBEYA TABORA MTWARA TANGA SINGIDA	TWO WEEKS	1,000,000	COMMUNICATION PROFESSIONALS IN THE PUBLIC SERVICE AND OTHERS WITH INTEREST	DECEMBER, 2017 AND MAY, 2018
30.	PROCUREMENT AND CONTRACT MANAGEMENT	DSM MBEYA TABORA MTWARA TANGA SINGIDA	TWO WEEKS	1,000,000	PROCUREMENT PROFESSIONALS AUDITORS, ACCOUNTANTS	AUGUST, NOV. 2017 & JUNE, DEC. 2018
31.	MANAGING CHANGE IN THE PUBLIC SERVICE	TABORA TANGA MOROGORO	ONE WEEK	500,000	SENIOR OFFICERS IN THE PUBLIC SERVICE	OCT, 2017 & APRIL, 2018
32.	PROJECT MANAGEMENT	DSM MOROGORO DODOMA	TWO WEEKS	500,000	SENIOR OFFICERS IN THE PUBLIC SERVICE, PROJECT COORDINATORS	NOV, 2017 & MAY, 2018
33.	SPECIAL COURSE FOR DRIVERS AND OFFICE ASSISTANTS	DSM MBEYA TABORA MTWARA TANGA SINGIDA MOROGORO	TWO WEEKS	1,000,000	DRIVERS AND OFFICE ASSISTANTS	JULY, DEC 2017 & JAN, MAY, 2018

NB: All these courses are also offered on tailor made basis

- Tuition Fee to be paid two weeks before course starting dates

FOR MORE INFORMATION CONTACT:

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