

30.	INDUCTION TRAINING	DSM TANGA SINGIDA TABORA MOROGORO MTWARA MBEYA	ONE WEEK	500,000	NEW EMPLOYEES IN THE PUBLIC SERVICE	DEPENDING ON CLIENT'S DEMAND
31.	E-GOVERNMENT	DSM TANGA TABORA	ONE WEEK	500,000	ALL PUBLIC SERVANTS	SEPT, 2016 & APRIL, JUNE, 2017
32.	WORKPLACE WELLNESS PROGRAM	DSM TABORA	ONE WEEK	500,000	ALL PUBLIC SERVANTS	NOV, 2016 & JUNE, 2017
33.	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, 2016 AND MAY, 2017
34.	PROCUREMENT AND CONTRACT MANAGEMENT	DSM MBEYA TABORA MTWARA TANGA SINGIDA	TWO WEEKS	1,000,000	PROCUREMENT PROFESSIONALS AUDITORS, ACCOUNTANTS	AUGUST, NOV. 2016 & JUNE, DEC. 2017
35.	MANAGING CHANGE IN THE PUBLIC SERVICE	TABORA TANGA MOROGORO	ONE WEEK	500,000	SENIOR OFFICERS IN THE PUBLIC SERVICE	OCT, 2016 & APRIL, 2017
36.	PROJECT MANAGEMENT	DSM MOROGORO DODOMA	TWO WEEKS	500,000	SENIOR OFFICERS IN THE PUBLIC SERVICE, PROJECT COORDINATORS	NOV, 2016 & MAY, 2017

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

- The program dates will be agreed by Client and Tanzania Public Service College
- Tuition Fee to be paid two weeks before course dates

#### FOR MORE INFORMATION CONTACT:

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THE UNITED REPUBLIC OF TANZANIA  
PRESIDENT'S OFFICE



**PUBLIC SERVICE MANAGEMENT AND GOOD GOVERNANCE  
TANZANIA PUBLIC SERVICE COLLEGE (TPSC)**

**"YOUR PREFERRED PUBLIC SERVICE TRAINING PARTNER"**

### TRAINING PROGRAMMES: 2016 / 2017

S/N	COURSE	VENUE	DURATION	COST	TARGET GROUP	DATE
1.	EFFECTIVE COMMUNICATION & REPORT WRITING	MOROGORO	TWO WEEKS	1,000,000	ADMINISTRATIVE OFFICERS, COMM OFFICERS, PUBLIC RELATIONS OFFICERS	DECEMBER, 2016 MAY, 2017
2.	FINANCIAL STRATEGIC MANAGEMENT	DSM MOROGORO TABORA TANGA	ONE WEEK	500,000	FINANCIAL MANAGERS, ACCOUNTANTS, AUDITORS	NOVEMBER, 2016 & MAY, 2017
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	SEPTEMBER, 2016 & APRIL, 2017
4.	EFFECTIVE STRATEGIC PLANNING	DSM	TWO WEEKS	1,000,000	SENIOR OFFICIALS FROM PUBLIC SECTORS	OCTOBER, 2016 & MARCH, 2017
5.	PROCUREMENT AND CONTRACT MANAGEMENT	DSM BAGAMOYO	ONE WEEK	500,000	PROCUREMENT OFFICERS, SUPPLIES OFFICERS, HEADS OF SECTIONS AND DEPARTMENTS	NOV, 2016 & FEB, 2017
6.	ETHICS, GOOD GOVERNANCE AND ACCOUNTABILITY	MOROGORO SINGIDA TANGA	ONE WEEK	500,000	SENIOR OFFICERS FROM LGAs, RSs AND OTHER PROFESSIONS	SEPT, 2016 & MARCH, 2017
7.	ETHICS AND CUSTOMER CARE FOR SECRETARIES	DSM MOROGORO ARUSHA	TWO WEEKS	1,000,000	SECRETARIES, MANAGEMENT SECRETARIES AND EXECUTIVE ASSISTANTS	NOV, 2016 & APRIL, 2017
8.	RECORDS AND INFORMATION MANAGEMENT	DSM BAGAMOYO MOROGORO	ONE WEEK	500,000	RECORDS AND REGISTRY STAFF	SEPT, DEC, 2016 & APRIL, JUNE, 2017.

9.	EFFECTIVE HUMAN RESOURCE PLANNING AND EMPLOYEES ENGAGEMENT	DSM MOROGORO TABORA TANGA	TWO WEEKS	1,000,000	HR OFFICERS	DEC, 2016 & MAY, 2017
10.	OPRAS	DSM MOROGORO TABORA MBEYA MTWARA	ONE WEEK	500,000	SECTION HEADS, HR OFFICERS IN MDAs LGAs,RSs AND OTHERS	NOV, 2016 & JUNE, 2017
11.	RESULTS BASED MANAGEMENT, MEDIUM TERM PLANNING & PERFORMANCE BUDGETING	DSM MOROGORO SINGIDA TANGA	TWO WEEKS	1,000,000	DIRECTORS, ASSISTANT DIRECTORS & SENIOR LEVEL MANAGERS IN THE PUBLIC SERVICE	DEC, 2016 & APRIL, 2017
12.	HIV/AIDS AWARENESS TRAINING PROGRAMME	DSM MOROGORO MBEYA SINGIDA	ONE WEEK	500,000	GENDER FOCAL POINT OFFICERS/ GENDER COORDINATORS, HR OFFICERS	SEPT, DEC, 2016 & APRIL, JUNE, 2017
13.	RETIREMENT PLANNING	DSM MOROGORO TABORA MTWARA SINGIDA MBEYA	TWO WEEKS	1,000,000	ALL EMPLOYEES EXPECTED TO RETIRE FROM PUBLIC SERVICES	SEPT, DEC, 2016 & MARCH, MAY, 2017
14.	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	NOV, 2016 & FEB, 2017
15.	LEADING CHANGE AND TEAM BUILDING	ARUSHA, MOROGORO, DODOMA SINGIDA MTWARA	ONE WEEK	500,000	DEPARTMENTAL/ SECTION HEADS	NOV, 2016 & MAY, 2017
16.	MANAGERIAL SKILLS FOR SECRETARIES	MOROGORO ARUSHA TANGA MBEYA	TWO WEEKS	1,000,000	SECRETARIES, OFFICE MANAGEMENT SECRETARIES, AND EXECUTIVE ASSISTANTS	SEP, DEC, 2016 & FEB, APRIL, 2017
17.	JOB ANALYSIS AND EVALUATION	MOROGORO, TANGA, TABORA MBEYA	ONE WEEK	500,000	HUMAN RESOURCE OFFICERS	NOV, 2016 & APRIL, 2017
18.	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	DEC, 2016 & APRIL, 2017

19.	MONITORING AND EVALUATION	DSM BAGAMOYO TABORA TANGA	ONE WEEK	500,000	EMPLOYEES IN THE PUBLIC SECTOR, PLANNING MANAGERS/ OFFICERS	NOV, 2016 & MAY, 2017
20.	STRATEGIC NEGOTIATION SKILLS	MOROGORO ARUSHA TANGA DSM TABORA	ONE WEEK	500,000	EMPLOYEES IN THE PUBLIC SECTOR	OCT, 2016 & APRIL, 2017
21.	BUSINESS PLANNING FOR EXECUTIVE AGENCIES	DODOMA ARUSHA BAGAMOYO MBEYA SINGIDA	ONE WEEK	500,000	HEADS OF SECTIONS AND DEPARTMENTS	MARCH, 2017
22.	SUPERVISORY SKILLS FOR LINE MANAGERS	DSM MOROGORO MTWARA TANGA	ONE WEEK	500,000	LINE MANAGERS, HEADS OF SECTIONS AND DEPARTMENTS	NOV, 2016 & APRIL, 2017
23.	RISK MANAGEMENT TRAINING PROGRAM	MOROGORO DODOMA DSM	TWO WEEKS	1,000,000	HEADS OF DEPARTMENTS/ SECTIONS, RISK MANAGEMENT OFFICERS, AUDITORS	MAY, 2017
24.	EFFECTIVE OFFICE MANAGEMENT AND ADMINISTRATION SKILLS	DODOMA MOROGORO DSM MBEYA SINGIDA	ONE WEEK	500,000	HUMAN RESOURCE AND ADMINISTRATION OFFICERS	NOV, 2016 & APRIL, 2017
25.	CAPITAL BUDGETING TRAINING PROGRAM	ARUSHA TANGA MOROGORO TABORA MBEYA DSM	ONE WEEK	500,000	FINANCE OFFICERS, INVESTMENT OFFICERS, PROJECT PLANNERS, AUDITORS	NOV, 2016 & MAY, 2017
26.	E-RECORDS MANAGEMENT FOR EFFECTIVE E-GOVERNMENT	DSM MOROGORO TANGA MBEYA	ONE WEEK	500,000	RECORDS OFFICERS, INFORMATION MANAGERS, IT PERSONNEL AND ACTION OFFICERS	SEPT, 2016 & APRIL, 2017
27.	TELEPHONE HANDLING TECHNIQUES	MOROGORO BAGAMOYO DSM TABORA MBEYA	ONE WEEK	500,000	TELEPHONE OPERATORS, RECEPTIONISTS	AUGUST, NOV, 2016 & JUNE, 2017
28.	INTENSIVE ENGLISH AND COMMUNICATION SKILLS	DSM MTWARA SINGIDA	THREE WEEKS	1,500,000	PERSONAL SECRETARIES	NOV, 2016 & JUNE, 2017
29.	MAFUNZO YA UONGOZI NA UTAWALA KWA MADIWANI	TANGA SINGIDA TABORA MBEYA MTWARA DSM	ONE WEEK	500,000	MADIWANI	NOV 2016 & MARCH, 2017