



THE UNITED REPUBLIC OF TANZANIA
PRESIDENT'S OFFICE,
PUBLIC SERVICE MANAGEMENT
AND GOOD GOVERNANCE



TANZANIA PUBLIC SERVICE COLLEGE (TPSC)

TRAINING CALENDAR

FOR FINANCIAL YEAR 2024/25

(JULY 2024 – JUNE 2025)



ABOUT

The Tanzania Public Service College (TPSC) is a Technical Institution in Tanzania established in 2000 under the ambit of the Executive Agencies Act No 30 of 1997. The aim of its establishment was established to perform Public Service Training, Applied Research, Consultancy Services and Innovative Learning through Technological Platforms.

TPSC has Six Campuses and One Centre strategically located in Dar es Salaam, Tabora, Mtwara, Singida, Tanga and Mbeya to be close to its customers countrywide.

VISION

“To be a centre of excellence in facilitating knowledge sharing for quality public service delivery”.

MISSION:

“To build the public and private sector capacity and competencies through comprehensive training, applied research, consultancy and technology based sharing platforms for delivery of quality services.”

CORE VALUES

- ♦ Customer focus
- ♦ Integrity
- ♦ Innovation
- ♦ Professionalism
- ♦ Impartiality
- ♦ Team work

TRAINING CALENDAR
FOR FINANCIAL YEAR 2024/25
(JULY 2024 – JUNE 2025)

S/N	COURSE NAME	TARGET GROUP	PRICE / PERSON	START DATE (DD/MM/YYYY)	END DATE (DD/MM/YYYY)	VENUE	CONTACT
JULY 2024							
1.	Fraud Investigation and Prevention (VC)	Chief Risk Officers, Risk Management Professionals, Internal Audit Professionals, Compliance Professionals, Finance Professionals and Chief Actuarial	850,000	01/07/2024	05/07/2024	DSM	0756666550
2.	Mental Health and Management of Communicable Diseases & Non-Communicable Diseases	All public employees	650,000	08/07/2024	12/07/2024	DSM MBEYA	0754488473 0654515114
				22/07/2024	26/07/2024	MORO TABORA	0758316163 0624808840
3.	Policy Formulation, Improvement and Analysis	Planning Officers, Policy Analysts, Monitoring & Evaluation Officers, Finance Officers and Legal Officers	850,000	15/07/2024	19/07/2024	TANGA MTWARA	0658303739 0656485548
4.	Induction Course	New employed public servants	650,000	08/07/2024	12/07/2024	DSM MBEYA	0754496014 0685332289
				22/07/2024	26/07/2024	MORO TABORA	0756666550 0715932289
5.	Employee Coaching, Counseling, Mentoring and Talent Management	Directors of HR and Administration, Heads/Managers of HR and Administration, Training Managers and Officers	850,000	29/07/2024	02/08/2024	TANGA MORO	0627210214 0768158027

S/N	COURSE NAME	TARGET GROUP	PRICE / PERSON	START DATE (DD/MM/YYYY)	END DATE (DD/MM/YYYY)	VENUE	CONTACT
6.	Ethics and Customer Care	Wasaidizi wa Ofisi, Wapokezi (receptionists), Makatibu Muhtasi, Watunza Kumbukumbu, Madereva kutoka Ofisi za Serikali, Mtumishi mwingine yeyote mwenye uhitaji	650,000	01/07/2024	05/07/2024	DSM TANGA	0764760254 0679849962
				29/07/2024	02/08/2024	SINGIDA MORO	0753973850 0765122482
7.	Ethics and Code of Conduct for Public Service Officers	Records Officers, Personal Secretaries, Office Assistants, Administrative Officers, Drivers, and Receptionists	650,000	08/07/2024	12/07/2024	DSM MBEYA	0715640700 0685332289
				22/07/2024	26/07/2024	MORO DOM	0756666550 0655618999
8.	Official Correspondence in Public Offices	Secretaries, Receptionists, Cashiers, Clerks, Administrators, Public Relations Officers and Other interested officers	650,000	15/07/2024	19/07/2024	DSM MBEYA	0717665610 0767313206
9.	Mapokezi ya Wateja/Wageni, Adabu na Itifaki (Etiquette and Protocol)	Wahudumu wa mapokezi, Wasaidizi wa Ofisi, Makatibu Muhtasi, Madereva, Walinzi, na Watunza kumbukumbu na nyaraka	650,000	22/07/2024	26/07/2024	SINGIDA MORO	0621637832 0655916352

S/N	COURSE NAME	TARGET GROUP	PRICE / PERSON	START DATE (DD/MM/YYYY)	END DATE (DD/MM/YYYY)	VENUE	CONTACT
10.	Contemporary Secretarial Skills and Effective Management Skills	Executive Assistants, Administrative Assistants, Drivers, Office Administrators, Registry Officers, Office Management Secretaries, Personal Secretaries, Receptionists, and Office Attendants	650,000	08/07/2024	12/07/2024	DSM MBEYA	0713966706 0767313206
				29/07/2024	02/08/2024	MORO MWANZA	0756666550 0754320827
11.	Minute Taking and Report Writing Skills for Frontline Staff	Secretaries, Records Officers, Office Supervisors, Office Attendants, Receptionists, Cashiers, Clerks, Administrators and Other interested officers	650,000	01/07/2024	05/07/2024	DSM MBEYA	0763986858 0685332289
				22/07/2024	26/07/2024	MORO TABORA	0756666550 0764775034
12.	Electronic Records Management in Public Institutions	Records Officers, ICT Officers, Administrative Officers, Human Resource Officers, Records Management Assistants, and Data Entry Officers	650,000	08/07/2024	12/07/2024	MORO TANGA	0764760254 0627210214
				22/07/2024	26/07/2024	SINGIDA MTWARA	0764150179 0656485548
13.	Pre-Retirement Planning	Public servants who are about to retire within five years of their service	650,000	01/07/2024	05/07/2024	MORO DSM	0714950432 0754496014
				15/07/2024	19/07/2024	TANGA MORO	0658303739 0765122482

S/N	COURSE NAME	TARGET GROUP	PRICE / PERSON	START DATE (DD/MM/YYYY)	END DATE (DD/MM/YYYY)	VENUE	CONTACT
AUGUST 2024							
1.	Induction Course	New employed public servants	650,000	12/08/2024	16/08/2024	DSM TANGA	0767023521 0627210214
				26/08/2024	30/08/2024	SINGIDA	0712887203
2.	Pre-Retirement Planning	Public servants who are about to retire within five years of their service	650,000	12/08/2024	16/08/2024	DSM MORO	0679031848 0685332289
				26/08/2024	30/08/2024	ARUSHA TABORA	0756666550 0624808840
3.	Training on Institutional Risk Management Framework in Public Sector	Accountants, Procurement Staff, M&E Staff Heads Of Units/ Sections, Internal Auditors, and Other Interested officers	650,000	26/08/2024	30/08/2024	DSM MBEYA	0716577494 0685332289
4.	Government Budgeting	Accountants, Budget Officers, Finance Officers, Planning Officers and all officers involved in budget preparation and implementation	1,300,000	12/08/2024	23/08/2024	DSM MBEYA	0754496014 0685332289
5.	Audit Committee and Corporate Governance Effective	CEO's, Directors, Legal Officers, Chief Auditors, Financial Managers and Analysts, and Chief Accountants	650,000	19/08/2024	23/08/2024	MORO TANGA	0766816462 0719918171
6.	Matumizi na Usimamizi wa mfumo wa Ofisi Mtandao (e-office)	Maafisa Utumishi/ Utawala, Watunza Kumbukumbu, na Maafisa TEHAMA	650,000	26/08/2024	30/08/2024	DSM TABORA	0756666550 0678259226

S/N	COURSE NAME	TARGET GROUP	PRICE / PERSON	START DATE (DD/MM/YYYY)	END DATE (DD/MM/YYYY)	VENUE	CONTACT
7.	Human Resource Planning and Engagement	HR officers, Administrative Officers and Training Officers		12/08/2024	16/08/2024	MTWARA MORO	0713402971 0756666550
8.	The “Nuts-and-Bolts” for Public Service HR and Administrative Officers	Human Resource Officers/ Managers, Administrative Officers and All those involved in institutional HR issues	950,000	19/08/2024	23/08/2024	DSM MBEYA	0754814800 0755707203
9.	Information Security and Disaster Management	HR Officers, Administrative officers, Heads of Department, Records officers, Personal secretaries, and Office Assistants	800,000	12/08/2024	16/08/2024	DSM TANGA	0717403358 0718687158
				26/08/2024	30/08/2024	SINGIDA MORO	0712887203 0625935395
10.	Executive and Administrative Assistant Skills Development	Office Management Secretaries, Administrative Assistants, Secretaries and Office Supervisor	850,000	12/08/2024	16/08/2024	MORO TANGA	0766739595 0713629626
				26/08/2024	30/08/2024	SINGIDA DODOMA	0754552780 0765122482
11.	Effective Managerial and Supervisory Skills	Records Officers, Office Management Secretaries, Administrative Assistants, Secretaries and Office Supervisor	650,000	12/08/2024	16/08/2024	DSM MBEYA	0713966706 0767313206
				26/08/2024	30/08/2024	MORO TABORA	0756666550 0683024903
12.	Mafunzo Maalumu kwa Madiwani	Madiwani na Wenyeviti wa Halmashauri / Meta	650,000	26/08/2024	30/08/2024	DSM MBEYA	0679031848 0685332289

S/N	COURSE NAME	TARGET GROUP	PRICE / PERSON	START DATE (DD/MM/YYYY)	END DATE (DD/MM/YYYY)	VENUE	CONTACT
13.	Diplomacy, Protocol & Etiquette for Senior Officers	DGs, CEOs, Directors, Managers, Heads of Unit/Section, Administrative Officers, Office Supervisors and Officers working on Diplomatic Agencies	1,500,000	12/08/2024	16/08/2024	DSM MBEYA	0719695838 0685332289
14.	Effective Report & Speech Writing Skills	Planning Officer, Policy Analysts, Heads of Departments, Monitoring and Evaluation Officers, Office Management Secretaries, Report Writers, and Council Secretaries	850,000	19/08/2024	23/08/2024	SINGIDA MORO	0784403772 0765122482
15.	Store Keeping and Inventory Management	Stores Managers, Supplier Officers, Office Supervisors and Other officers engaged in stores functions of public and private offices	650,000	26/08/2024	30/08/2024	DSM MBEYA	0754496014 0764711784
16.	Best Practices in Managing Records and Information in Public Offices	Records Officers and Personal Secretaries	650,000	12/08/2024	16/08/2024	DSM TANGA	0657233242 0762887798

S/N	COURSE NAME	TARGET GROUP	PRICE / PERSON	START DATE (DD/MM/YYYY)	END DATE (DD/MM/YYYY)	VENUE	CONTACT
SEPTEMBER 2024							
1.	Induction Course	New employed public servants	650,000	02/09/2024	06/09/2024	DSM MBEYA	0754814800 0685332289
				23/09/2024	27/09/2024	MORO ARUSHA	0756666550 0715932289
2.	Pre-Retirement Planning	Public servants who are about to retire within five years of their service	650,000	09/09/2024	13/09/2024	DSM TANGA	0784389720 0719918171
				30/09/2024	04/10/2024	SINGIDA MTWARA	0753973850 0625060795
3.	Ethics and Customer Care	Wasaidizi wa Ofisi, Wapokezi (receptionists), Makatibu Muhtasi, Watunza Kumbukumbu, Madereva kutoka Ofisi za Serikali, Mtumishi mwingine yeyote mwenye uhitaji	650,000	02/09/2024	06/09/2024	DSM MBEYA	0715890104 0685332289
				16/09/2024	20/09/2024	MORO TABORA	0756666550 0767143757
4.	Electronic Records Management in Public Institutions	Records Officers, ICT Officers, Administrative Officers, Human Resource Officers, Records Management Assistants, and Data entry Officers	650,000	02/09/2024	06/09/2024	DSM MBEYA	0679031848
				23/09/2024	27/09/2024	MORO ARUSHA	0756666550 0764073177
5.	Health, HIV & AIDS Issues and Stress Management	Heads of Department, HR and Administrative Officers	650,000	02/09/2024	13/09/2024	DSM TANGA	0767023521 0719502030
				30/09/2024	04/10/2024	SINGIDA MTWARA	0764150179 0742927947

S/N	COURSE NAME	TARGET GROUP	PRICE / PERSON	START DATE (DD/MM/YYYY)	END DATE (DD/MM/YYYY)	VENUE	CONTACT
6.	Fundamental of Internal auditing for Internal auditors and Accountants	Internal Auditors, Accountants, Legal officers and interested officers	1,000,000	02/09/2024	13/09/2024	DSM TANGA	0766816462 0742907219
7.	Boards Dynamics and Boards Risk Management	Board Members, Corporate Secretaries, Legal Officers and Financial Analysts	1,500,000	09/09/2024	13/09/2024	MORO DSM	0767023521 0713966706
8.	Job Listing Preparation	HR Directors, HR Managers, HR Officers, and Administrative Officers	700,000	16/09/2024	20/09/2024	TANGA SINGIDA MORO	0688205487 0756669768 0768158027
9.	Use of ICTs and Office Computer Applications	Executive Assistants, Office Assistants, Office Secretaries, Records Management Officers, HR Staff and other interested officers	1,300,000	23/09/2024	04/10/2024	DSM MBEYA DSM	0653636871 0654515114 0758316163
10.	Matumizi Bora, Sahihi na Salama ya Vifaa na Mifumo ya Tehama Serikalini	Maafisa Tehema, Wakuu wa Idara za serikali, Sekretarieti za Mikoa, Mamlaka za Halmashauri, Waandishi, Waendesha Ofisi, Wasaidizi wa Watendaji Wakuu, na Watunza Kumbukumbu na Nyaraka	700,000	30/09/2024	04/10/2024	DSM MOSHI	0717403358 0713629626

S/N	COURSE NAME	TARGET GROUP	PRICE / PERSON	START DATE (DD/MM/YYYY)	END DATE (DD/MM/YYYY)	VENUE	CONTACT
11.	Labour Laws and Arbitration	CEO's, Directors, HR Managers, HR Officers, and Public/Private Sector Legal Officers	650,000	02/09/2024	06/09/2024	TANGA DODOMA	0712297895 0688975090
12.	Leadership Enhancement and Skills Development	Public/Private Office CEO's, Directors, Assistant Directors, Legal Officers and other Principal/Senior Officers	1,500,000	09/09/2024	13/09/2024	MBEYA SINGIDA	0685332289 0753205141
13.	Problem Solving and Negotiation Skills	Directors, Managers, Administration Officers, Planning Officers, Investment Officers, Compliance Officers, PR and HR Officers	850,000	16/09/2024	20/09/2024	TANGA SINGIDA	0688205484 0764150179
14.	Customer Care and Communication Skills for Frontline Staff	Secretaries, Receptionists, Cashiers, Clerks, Administrators, and Other interested Officers	1,300,000	02/09/2024	06/09/2024	DSM TANGA	0657233242 0785700685
				23/09/2024	04/10/2024	SINGIDA MORO	0769372479 0742927947
15.	Mafunzo Maalumu kwa Wasaidizi wa Ofisi	Wasaidizi wa ofisi kutoka taasisi za Umma na binafsi	650,000	30/09/2024	04/10/2024	TANGA SINGIDA	0679849962 0753973850
16.	Public Service Protocol and Etiquettes	Records Officers, Personal Secretaries, Office assistants, Drivers, and Receptionists	650,000	02/09/2024	06/09/2024	MORO MBEYA	0756666550 0784321301

S/N	COURSE NAME	TARGET GROUP	PRICE / PERSON	START DATE (DD/MM/YYYY)	END DATE (DD/MM/YYYY)	VENUE	CONTACT
17.	Materials and Inventory Management	Stores Managers, Stores Officers, Procurement Officers, Facility Managers and Others involved in procurement and materials management.	1,300,000	09/09/2024	20/09/2024	DSM MBEYA	0754496014 0784321301
18.	Utunzaji wa Kumbukumbu/Nyaraka na Udhhibiti wa Siri Katika Taasisi za Serikali	Makatibu Mahsusii, Watunza kumbukumbu, na Wasaidizi wa Ofisi	650,000	16/09/2024	20/09/2024	MBEYA TABORA	0762722549 0659551232

OCTOBER 2024

1.	Induction Course	New employed public servants	650,000	07/10/2024	11/10/2024	DSM TANGA	0767023521 0713629626
				21/10/2024	25/10/2024	DODOMA MORO	0754552780 0742927947
2.	Pre-Retirement Planning	Public servants who are about to retire within five years of their service	650,000	07/10/2024	11/10/2024	DSM MORO	0754814800 0685332289
				21/10/2024	25/10/2024	DSM TABORA	0756666550 0717574525
3.	Contemporary Secretarial Skills and Effective Management Skills	Executive Assistants, Administrative Assistants, Drivers, Office Administrators, Registry Officers, Office Management Secretaries, Personal Secretaries, Receptionists, and Office Attendants	650,000	07/10/2024	11/10/2024	DSM TANGA	0657233242 0785700885
				28/10/2024	01/11/2024	SINGIDA MORO	0753973850 0655916352

S/N	COURSE NAME	TARGET GROUP	PRICE / PERSON	START DATE (DD/MM/YYYY)	END DATE (DD/MM/YYYY)	VENUE	CONTACT
4.	Financial Management	Accountants, Auditors and Finance Officers in LGAs & MDAs	850,000	07/10/2024	11/10/2024	DSM MBEYA	0754496014 0784321301
5.	Board Induction on Corporate Governance and Leadership	Board Chairperson, Board of Directors, Legal Secretaries, Executive Secretaries, Chief Risk Officers, Risk Management Professionals, Internal Auditors, Compliance Professionals and Finance Professionals	1,500,000	21/10/2024	25/10/2024	DODOMA MORO	0756666550 0766739595
6.	Board Performance Evaluation for State-Owned Entities	Board Members and Corporate Secretaries	1,500,000	28/10/2024	01/11/2024	ARUSHA	0756666550
7.	Coaching and Mentoring Skills for Managers and Supervisors	Directors, Managers, Supervisors, Heads of Department/ Units, and Other interested officers	850,000	07/10/2024	11/10/2024	TANGA Singida	0785700685 0754552780
8.	Contemporary Issues in Human Resource Management	HR Managers & Officers, Administrative Officers, Heads of Departments, and Division Officers	700,000	07/10/2024	11/10/2024	DSM TANGA	0714950432 0688205484
				21/10/2024	25/10/2024	SINGIDA MORO	0712887203 0765122482

S/N	COURSE NAME	TARGET GROUP	PRICE / PERSON	START DATE (DD/MM/YYYY)	END DATE (DD/MM/YYYY)	VENUE	CONTACT
9.	Human Resource Management for non-HR Managers	Supervisors, Heads of Departments and Administrative Officers	850,000	28/10/2024	01/11/2024	DSM SINGIDA	0679031848 0712887203
10.	Personnel Emoluments and Human Resource Budget	HR Officers, and Heads of Sections/Units/ Departments	700,000	07/10/2024	11/10/2024	ARUSHA MBEYA	0715932289 0784321301
11.	Preparation of Scheme of Service, Incentive Scheme and Employees Retention Policy	HR Directors, HR Managers, HR Officers, and Administrative Officers	700,000	21/10/2024	25/10/2024	DSM MBEYA	0754814800 0755707203
12.	Public Human Capital Management	HR Officers, Heads of Departments, Administrative Officers, and Office Supervisors	650,000	28/10/2024	01/11/2024	MORO TANGA	0784389720 0652726527
13	Strategic Recruitment and Selection Procedures	HR and Administrative Officers / Managers	1,000,000	07/10/2024	18/10/2024	MORO TANGA	0784389720 0719502030
14.	Theoretical and Practical Training in Conducting Training Needs Assessment (TNA), Preparation of Training	HR Directors, HR Managers, HR & Administrative Officers, and Heads of Departments/ Units	850,000	21/10/2024	25/10/2024	DSM	0756666550

S/N	COURSE NAME	TARGET GROUP	PRICE / PERSON	START DATE (DD/MM/YYYY)	END DATE (DD/MM/YYYY)	VENUE	CONTACT
	Plan (TP) and Conducting Training Monitoring and Evaluation (TM&E)						
15.	Cyber Security and Information Intelligence Workshop	Computer Security Personnel's, System Administrators, System Analysts, Network Programmers, Database Administrators, Network Administrators, and Other interested IT officers	1,300,000	28/10/2024	08/11/2024	TABORA DSM	0678259226 0758316163
16.	Social - Emotional Adoption and Change Management	Head Of Departments/ Sections/ Units, HR Officers, Accountants, Internal Auditors, Administrative Officers, Estate Managers/ Officers and any other interested officer	650,000	07/10/2024	11/10/2024	DSM TANGA	0714950432 0693127383
17.	Mafunzo ya Kudhibiti Mzunguko wa Majalada, pamoja na Utunzaji Siri za Ofisi	Watunza Kumbukumbu na Nyaraka, Makatibu Muhtasi, Maafisa Utumishi, na Wasaidizi wa Ofisi	650,000	21/10/2024	25/10/2024	SINGIDA MORO	0764150179 0625935395

S/N	COURSE NAME	TARGET GROUP	PRICE / PERSON	START DATE (DD/MM/YYYY)	END DATE (DD/MM/YYYY)	VENUE	CONTACT
18.	Defensive Driving for Drivers and Transport Officers	Drivers, Transport Officers and Other interested officers	650,000	28/10/2024	01/11/2024	MORO TANGA	0767023521 0713629626
19.	Confidentiality and Office Handling Procedures in Public Offices	Record Officers, HR Officers, IT Officers, Executive Assistants, Administrative Assistants, Office Administrators, Office Management Secretaries, Personal Secretaries, Receptionists, and Office Attendants	1,000,000	07/10/2024	18/10/2024	MORO TANGA	0657233242 0719918171
20.	Digital Marketing	Officers directly involved in sales and marketing	700,000	21/10/2024	25/10/2024	TABORA	0678259226
21.	Effective Meeting Management, Minute Taking and Presentation Skills	Clerks of meetings, Secretaries of Committees, Secretaries and Personal Assistants, Human resource officers, Office Administrators, Heads of Departments / Sections and other interested officers	650,000	07/10/2024	11/10/2024	DSM TANGA	0657233242 0718687158
				28/10/2024	01/11/2024	SINGIDA DODOMA	0769372479 0655916352

S/N	COURSE NAME	TARGET GROUP	PRICE / PERSON	START DATE (DD/MM/YYYY)	END DATE (DD/MM/YYYY)	VENUE	CONTACT
22.	Stadi za Uandaaji wa Vikao, Uandishi wa Ripoti/ Kumbukumbu za Vikao, pamoja na Taratibu za Mawasiliano Serikalini	Watumishi wanaohusika na uandaaji wa vikao mbalimbali vya kiofisi	650,000	07/10/2024	11/10/2024	DSM MBEYA	0717665610 0685332289
23.	Quality Management Systems for Quality Assurance Officers	Quality Assurance Officer, Monitoring and Evaluation Officers, Heads of Departments/ Sections, Auditors, and Compliance Officers	750,000	21/10/2024	25/10/2024	SINGIDA MORO	0712887203 0712996425
24.	Managing Information Searching Techniques	Librarians and Records Officers	650,000	28/10/2024	01/11/2024	SINGIDA DODOMA	0769802791 0754215858
25.	Managing Security and Confidentiality of Electronic Records in Digital Era	Records Officers, Personal Secretaries, and Office Assistants	650,000	07/10/2024	11/10/2024	DSM MBEYA	0717172264 0768494651
26.	Theoretical and Practical Training on Records Management Practice	Records Officers and Records Management Assistants, Personal Secretaries	650,000	07/10/2024	11/10/2024	DSM MBEYA	0785217521 0768494651
				21/10/2024	25/10/2024	DSM TABORA	0756666550 0764073177

S/N	COURSE NAME	TARGET GROUP	PRICE / PERSON	START DATE (DD/MM/YYYY)	END DATE (DD/MM/YYYY)	VENUE	CONTACT
NOVEMBER 2024							
1.	Induction Course	New employed public servants	650,000	04/11/2024	08/11/2024	DSM MBEYA	0754814800 0685332289
				18/11/2024	22/11/2024	DSM DODOMA	0756666550 0655618999
2.	Pre-Retirement Planning	Public servants who are about to retire within five years of their service	650,000	11/11/2024	15/11/2024	DSM TANGA	0767023521 0785700685
				25/11/2024	29/11/2024	SINGIDA MORO	0754552780 0765122482
3.	Ethics and Customer Care	Wasaidizi wa Ofisi, Wapokezi (receptionists), Makatibu Muhtasi, Watunza Kumbukumbu, Madereva kutoka Ofisi za Serikali, Mtumishi mwingine yeyote mwenye uhitaji	650,000	04/11/2024	08/11/2024	MORO TANGA	0756488610 0785700685
				18/11/2024	22/11/2024	SINGIDA ARUSHA	0712887203 0742927947
4.	Electronic Records Management in Public Institutions	Records Officers, ICT Officers, Administrative Officers, Human Resource Officers, Records Management Assistants, and Data entry Officers	650,000	04/11/2024	08/11/2024	DSM MBEYA	0679031848 0654515114
				25/11/2024	29/11/2024	TABORA	0786075951
5.	Audit Committee and Corporate Governance Effective	CEO's, Directors, Legal Officers, Chief Auditors, Financial Managers and Analysts, and Chief Accountants	650,000	04/11/2024	08/11/2024	DODOMA TABORA	0756666550 0757837882

S/N	COURSE NAME	TARGET GROUP	PRICE / PERSON	START DATE (DD/MM/YYYY)	END DATE (DD/MM/YYYY)	VENUE	CONTACT
6.	Human Resource Planning and Engagement	HR Officers, Administrative Officers and Training Officers	650,000	11/11/2024	15/11/2024	MORO ARUSHA	0756666550 0715932289
7.	Ethics and Code of Conduct For Public Officers	Records Officers, RMA, Personal Secretaries, Office Assistants, Administrative Officers, Drivers, Receptionist	650,000	04/11/2024	08/11/2024	DSM MBEYA	0715640700 0784321301
				18/11/2024	22/11/2024	DOM	0624808840
8.	Minute Taking and Report Writing Skills for Frontline Staff	Secretaries, Records Officers, Office Supervisors Office Attendants, Receptionists, Cashiers, Clerks, Administrators and Other interested officers	650,000	04/11/2024	08/11/2024	DSM MBEYA	0717665610 0685332289
				25/11/2024	29/11/2024	MORO TABORA	0756666550 0766077007
9.	PE Budgeting	Office Supervisors, Administrative Officers, HR Officers and Other Interested Officers	650,000	04/11/2024	08/11/2024	MOSHI DSM	0713629626 0717597780
10.	Career Development and Succession Planning	Directors, Heads of Departments, HR Managers, Administrative Officers, and HR Officers	850,000	11/11/2024	15/11/2024	MORO DOM	0756666550 0715932289
11.	Job Analysis and Evaluation	HR Managers, HR Officers and other interested officers	1,000,000	18/11/2024	29/11/2024	SINGIDA MORO	0756669768 0768158027

S/N	COURSE NAME	TARGET GROUP	PRICE / PERSON	START DATE (DD/MM/YYYY)	END DATE (DD/MM/YYYY)	VENUE	CONTACT
12.	Stadi za Uongozi, Usimamizi na Menejimenti ya Rasilimali Watu	Wakuu Wa Idara/ Vitengo, Maafisa Wafawidhi, na Maafisa Utumishi/Tawala	850,000	25/11/2024	29/11/2024	MORO TANGA	0784389720 0675234773
13.	Advanced Computer and Keyboard Skills	Administrative Officers, Personal Secretaries, Registry Staffs, IT Officers, and HR Officers	650,000	04/11/2024	08/11/2024	TABORA	0717574525
14.	Advanced Database with Microsoft Access	ICT experts from public institutions	1,500,000	11/11/2024	22/11/2024	TANGA	0717439203
15.	Information Security and IT Emergency/ Disaster Recovery Plan Preparation	Senior and Principals Officers, and IT Administrators/ Operators	650,000	18/11/2024	22/11/2024	DSM MBEYA	0717172264 0654515114
16.	Stadi za Uongozi na Menejimenti kwa Viongozi Wanawake	Wakuu wa Taasisi (KE), Wakuu wa Idara (KE), Wakuu wa Vitengo (KE), Waganga Wafawidhi (KE), na Wauguzi Wafawidhi (KE)	650,000	25/11/2024	29/11/2024	DODOMA MORO	0764150179 0625060795
17.	Management of Library and Customized Services	Librarians	650,000	04/11/2024	08/11/2024	DSM TANGA	0717403358 0718687158

S/N	COURSE NAME	TARGET GROUP	PRICE / PERSON	START DATE (DD/MM/YYYY)	END DATE (DD/MM/YYYY)	VENUE	CONTACT
18.	Public Office Security and Disaster Management Plans	Middle and Senior Officers in Public Offices	650,000	11/11/2024	15/11/2024	SINGIDA MORO	0745221050 0656485548
19.	Ulinzi na Usalama Mahali pa Kazi	Watumishi wote wa kada ya ulinzi	1,000,000	18/11/2024	29/11/2024	TABORA	0788668797
20.	Organizational Risk Management	Accountants, Internal Auditors, Procurement Officers and Other interested officers	1,000,000	25/11/2024	06/12/2024	TANGA	0766919618
21.	Disciplinary Procedures at the Workplace	HR and Administrative Officers, and Heads of Departments/ Sections	650,000	25/11/2024	29/11/2024	SINGIDA TABORA	0712887203 0715932289
22.	Orientation on Public Service Act, Public Service Regulations, and Standing Orders	Directors, Managers, Chief Internal Auditors, Chief Accountants, Legal Officers, Health Secretaries, Heads of Sections/Units/ Departments, HR and Administrative Officers	700,000	11/11/2024	15/11/2024	DSM TANGA	0714950432 0718687158
23.	Monitoring and Evaluation in Real Estate Development Projects	MDs & CEOs, Directors, Chief Financial Officer, Audit Committee Members, Project Managers, Internal Auditors,	950,000	18/11/2024	22/11/2024	DSM MBEYA	0754496014 0784321301

S/N	COURSE NAME	TARGET GROUP	PRICE / PERSON	START DATE (DD/MM/YYYY)	END DATE (DD/MM/YYYY)	VENUE	CONTACT
		Accountants, Legal Secretaries, Risk Management Professionals, Compliance Officers, Financial Analysts, Project Coordinators, Project Managers, M & E Officers					
24.	Training on Keyword Filing System	Records Staffs	650,000	25/11/2024	29/11/2024	SINGIDA MTWARA	0753973850 0686699266
25.	Records and Information Management in Public Offices	Records Officers, Office Assistants, Heads of Department/ Sections, Office Secretaries, and Attendants	650,000	04/11/2024	08/11/2024	MORO TABORA	0756666550 0786075951
DECEMBER 2024							
1.	Induction Course	New employed public servants	650,000	02/12/2024	06/12/2024	MORO TANGA	0766739595 0688205484
				16/12/2024	20/12/2024	SINGIDA DODOMA	0745552780 0655916352
2.	Pre-Retirement Planning	Public servants who are about to retire within five years of their service	650,000	02/12/2024	06/12/2024	DSM MBEYA	0754496014 0784321301
				16/12/2024	20/12/2024	MORO TABORA	0756666550 0717574525
3.	Use of ICTs and Office Computer Applications	Executive Assistants, Office Assistants, Office Secretaries,	1,300,000	02/12/2024	13/12/2024	SINGIDA MORO	0769372479 0765122482

S/N	COURSE NAME	TARGET GROUP	PRICE / PERSON	START DATE (DD/MM/YYYY)	END DATE (DD/MM/YYYY)	VENUE	CONTACT
		Records Management Officers, HR Staff and other interested officers					
4.	Leadership Enhancement and Skills Development	Public/Private Office CEO's, Directors, Assistant Directors, Legal Officers and other Principal/Senior Officers	1,500,000	16/12/2024	20/12/2024	DSM MORO	0767023521 0715932289
5.	Matumizi na Usimamizi wa mfumo wa Ofisi Mtandao (e-office)	Maafisa Utumishi/ Utawala, Watunza Kumbukumbu, na Maafisa TEHAMA	650,000	02/12/2024	06/12/2024	SINGIDA DSM	0745221050 0656485548
6.	The "Nuts-and-Bolts" for Public Service HR and Administrative Officers	Human Resource Officers/ Managers, Administrative Officers and All those involved in institutional HR issues	950,000	16/12/2024	20/12/2024	TANGA SINGIDA DODOMA	0675234773 0784403772 0688975090
7.	Effective Managerial and Supervisory Skills	Records Officers, Office Management Secretaries, Administrative Assistants, Secretaries and Office Supervisor	650,000	02/12/2024	06/12/2024	DSM TANGA	0784389720 0713629626
				16/12/2024	20/12/2024	MORO DODOMA	0754552780 0625060795

S/N	COURSE NAME	TARGET GROUP	PRICE / PERSON	START DATE (DD/MM/YYYY)	END DATE (DD/MM/YYYY)	VENUE	CONTACT
8.	Effective Report & Speech Writing Skills	Planning Officer, Policy Analysts, Heads of Departments, Monitoring and Evaluation Officers, Office Management Secretaries, Report Writers, and Council Secretaries	850,000	02/12/2024	06/12/2024	DSM TANGA	0784389720 0766919618
				16/12/2024	20/12/2024	SINGIDA MORO	0769372479 0742927947
9.	Mental Health and Management of Communicable Diseases & Non-Communicable Diseases	All public employees	650,000	02/12/2024	06/12/2024	DSM MBEYA	0754488473 0654515114
				16/12/2024	20/12/2024	DSM TABORA	0758316163 0765561899
10.	Employee Coaching, Counseling, Mentoring and Talent Management	Directors of HR and Administration, Heads/Managers of HR and Administration, Training Managers and Officers	850,000	16/12/2024	20/12/2024	DSM MBEYA TABORA	0754496014 0685332289 0683024903
11.	Mapokezi ya Wateja/Wageni, Adabu na Itifaki (Etiquette and Protocol)	Wahudumu wa mapokezi, Wasaidizi wa ofisi, Makatibu Muhtasi, Madereva, Walinzi, na Watunza kumbukumbu na nyaraka	650,000	02/12/2024	06/12/2024	DSM MBEYA	0715640700 0685332289

S/N	COURSE NAME	TARGET GROUP	PRICE / PERSON	START DATE (DD/MM/YYYY)	END DATE (DD/MM/YYYY)	VENUE	CONTACT
12.	Financial Management for Non-Finance Manager	HR and Administrative Officers	850,000	16/12/2024	20/12/2024	SINGIDA DSM	0764150179 0717597780
13.	Training on International Public Sector Accounting Standards (IPSAS)	Accountants, Financial Officers, Internal Auditors, Project Managers, and other Accounting practitioners	800,000	02/12/2024	06/12/2024	DSM MBEYA	0754496014 0784321301
14.	International Public Sector Accounting Standards (IPSAS), Financial Statements Fraud and Governance	Accountants, Financial Officers, Internal Auditors, Project Managers, and other Accounting practitioners	850,000	16/12/2024	20/12/2024	TABORA	0757837882
15.	Performance Based Auditing in the public sector	Internal auditors, Accountants, and Audit Committee Members	950,000	02/12/2024	06/12/2024	DSM TANGA	0766816462 0714806908
16.	Enterprise Oversight-The Role of the Board of Directors Effective	Board Chairpersons, Board Members, Management Team, Board of Directors, Corporate Secretaries Directors and Board Legal Secretary	1,500,000	16/12/2024	20/12/2024	DSM MBEYA	0713966706 0784321301

S/N	COURSE NAME	TARGET GROUP	PRICE / PERSON	START DATE (DD/MM/YYYY)	END DATE (DD/MM/YYYY)	VENUE	CONTACT
17.	Electronic Office Correspondences & Management	Administrative Officers, Personal Secretaries, IT Officers, Records officers, and Office assistants	650,000	02/12/2024	06/12/2024	DSM MBEYA	0717172264 0654515114
18.	Competency Based HR Matrix Training	HR Officers & Managers	650,000	16/12/2024	20/12/2024	MORO TANGA	0714950432 0759832869
19..	Disaster Management	Disaster Management	650,000	02/12/2024	06/12/2024	TABORA	0659551232
20.	Basic Computer Hardware and Software Troubleshooting	ICT Specialists, Personal Secretaries, Record Officers, IT Officers, System Administrators, and HR Officers	650,000	16/12/2024	20/12/2024	DSM TANGA	0717403358 0717439203
21.	Mafunzo Maalumu kwa Watendaji wa Vijiji, Mtaa na Kata	Watendaji wa Vijiji, Mtaa na Kata	650,000	02/12/2024	06/12/2024	TABORA	0655618999
22.	Patriotism	All public service servants	650,000	16/12/2024	20/12/2024	DSM MBEYA	0784321301
23.	Public Speaking and Oral Presentation Skills	Secretaries, Receptionists, Cashiers, Clerks, Administrators, Public Relations Officers and Other interested officers	650,000	02/12/2024	06/12/2024	SINGIDA MORO	0764150179 0742927947
				16/12/2024	20/12/2024	MORO	0756666550

S/N	COURSE NAME	TARGET GROUP	PRICE / PERSON	START DATE (DD/MM/YYYY)	END DATE (DD/MM/YYYY)	VENUE	CONTACT
24.	Workplace Relationship and Conflict Management	Directors, Managers HR & Administrative Officers	1,000,000	16/12/2024	20/12/2024	DSM MBEYA	0784321301
25.	Procurement and Tender Management for Public Procurement Practitioners	Public Procurement Practitioners	650,000	02/12/2024	06/12/2024	DSM TANGA	0765524320 0742907219

JANUARY 2025

1.	Induction Course	New employed public servants	650,000	06/01/2025	10/01/2025	DSM MORO	0754814800 0685332289
				20/01/2025	24/01/2025	ARUSHA TABORA	0756666550 0786075951
2.	Pre-Retirement Planning	Public servants who are about to retire within five years of their service	650,000	13/01/2025	17/01/2025	MORO TANGA	0764760254 0785700685
				27/01/2025	31/01/2025	SINGIDA DODOMA	0764150179 0765122482
3.	Ethics and Customer Care	Wasaidizi wa Ofisi, Wapokezi (receptionists), Makatibu Muhtasi, Watunza Kumbukumbu, Madereva kutoka Ofisi za Serikali, Mtumishi mwingine yeyote mwenye uhitaji	650,000	06/01/2025	10/01/2025	DSM MORO	0715890104 0685332289
				20/01/2025	24/01/2025	MORO MWANZA	0758316163 0764775034
4.	Electronic Records Management in Public Institutions	Records Officers, ICT Officers, Administrative Officers, Human Resource Officers,	650,000	13/01/2025	17/01/2025	DSM TANGA	0766739595 0652726527
				27/01/2025	31/01/2025	SINGIDA MORO	0712887203 0656485548

S/N	COURSE NAME	TARGET GROUP	PRICE / PERSON	START DATE (DD/MM/YYYY)	END DATE (DD/MM/YYYY)	VENUE	CONTACT
		Records Management Assistants, and Data entry Officers					
5.	Contemporary Secretarial Skills and Effective Management Skills	Executive Assistants, Administrative Assistants, Drivers, Office Administrators, Registry Officers, Office Management Secretaries, Personal Secretaries, Receptionists, and Office Attendants	650,000	06/01/2025 20/01/2025	10/01/2025 24/01/2025	DSM MBEYA MORO TABORA	0713966706 0767313206 0756666550 0757543713
6.	Financial Management	Accountants, Auditors and Finance Officers in LGAs & MDAs	850,000	13/01/2025	17/01/2025	DSM MBEYA	0658189004 0784321301
7.	Theoretical and Practical Training in Conducting Training Needs Assessment (TNA), Preparation of Training Plan (TP) and Conducting Training Monitoring And Evaluation (TM&E)	HR Directors, HR Managers, HR & Administrative Officers, and Heads of Departments/ Units	850,000	20/01/2025	24/01/2025	SINGIDA DSM	0756669768 0655916352

S/N	COURSE NAME	TARGET GROUP	PRICE / PERSON	START DATE (DD/MM/YYYY)	END DATE (DD/MM/YYYY)	VENUE	CONTACT
8.	Fundamental of Internal auditing for Internal auditors and Accountants	Internal Auditors, Accountants, Legal officers and interested officers	1,000,000	27/01/2025	07/02/2025	SINGIDA DSM	0769372479 0687850266
9.	Job Listing Preparation	HR Directors, HR Managers, HR Officers, and Administrative Officers	700,000	06/01/2025	10/01/2025	SINGIDA DODOMA	0756669768 0688975090
10.	Matumizi Bora, Sahihi na Salama ya Vifaa na Mifumo ya Tehama Serikalini	Maafisa Tehema, Wakuu wa Idara za serikali, Sekretarieti za Mikoa, Mamlaka za Halmashauri, Waandishi, Waendesha Ofisi, Wasaidizi wa Watendaji Wakuu, na Watunza Kumbukumbu na Nyaraka	700,000	06/01/2025	10/01/2025	SINGIDA DODOMA	0753225141 0673176417
				20/01/2025	24/01/2025	DSM	0758316163
11.	Problem Solving and Negotiation Skills	Directors, Managers, Administration Officers, Planning Officers, Investment Officers, Compliance Officers, PR and HR Officers	850,000	06/01/2025	10/01/2025	DSM MBEYA	0685332289
				20/01/2025	24/01/2025	MORO TABORA	0756666550 0757837882
12.	Customer Care and Communication Skills for Frontline Staff	Secretaries, Receptionists, Cashiers, Clerks, Administrators, and Other interested Officers	1,300,000	27/01/2025	07/02/2025	MBEYA TABORA	0767313206 0713113731

S/N	COURSE NAME	TARGET GROUP	PRICE / PERSON	START DATE (DD/MM/YYYY)	END DATE (DD/MM/YYYY)	VENUE	CONTACT
13.	Utunzaji wa Kumbukumbu/Nyaraka na Udhibiti wa Siri Katika Taasisi za Serikali	Makatibu Mahsusi, Watunza kumbukumbu, na Wasaidizi wa Ofisi	650,000	06/01/2025	10/01/2025	DSM MBEYA	0785217521 0768494651
14.	Training on Institutional Risk Management Framework in Public Sector	Accountants, Procurement Staff, M&E Staff Heads Of Units/ Sections, Internal Auditors, and Other Interested officers	650,000	13/01/2025	17/01/2025	DSM DOM	0756666550 0715932289
15.	Executive and Administrative Assistant Skills Development	Office Management Secretaries, Administrative Assistants, Secretaries and Office Supervisor	850,000	13/01/2025	17/01/2025	DSM MBEYA	0715640700 0767313206
				27/01/2025	31/01/2025	MORO MORO	0756666550 0754320827
16.	Diplomacy, Protocol & Etiquette for Senior Officers	DGs, CEOs, Directors, Managers, Heads of Unit/Section, Administrative Officers, Office Supervisors and Officers working on Diplomatic Agencies	1,500,000	27/01/2025	31/01/2025	MORO TABORA	0756666550 0788668797
17.	Store Keeping and Inventory Management	Stores Managers Supplier Officers, Office Supervisors and Other officers engaged in stores functions of public and private offices	650,000	06/01/2025	10/01/2025	MORO TABORA	0756666550 0757837882

S/N	COURSE NAME	TARGET GROUP	PRICE / PERSON	START DATE (DD/MM/YYYY)	END DATE (DD/MM/YYYY)	VENUE	CONTACT
18.	Best Practices in Managing Records and Information in Public Offices	Records Officers and Personal Secretaries	650,000	13/01/2025	17/01/2025	DSM MBEYA	0785217521 0768494651
19.	Official Correspondence in Public Offices	Secretaries, Receptionists, Cashiers, Clerks, Administrators, Public Relations Officers and Other interested officers	650,000	20/01/2025	24/01/2025	TANGA SINGIDA	0713064249 0745221050
20.	Human Resource Metrics And Analytics	HR Directors, Managers, and Officers	650,000	27/01/2025	31/01/2025	SINGIDA DODOMA	0756669768 0625060795
21.	Preparation of Human Resource Assessment & Planning (HRP)	HR Directors, HR Managers, HR & Administrative Officers, Head Of Departments/ Units	850,000	06/01/2025	10/01/2025	MORO ARUSHA	0784389720 0715932289
22.	Leadership and Behavioral Change Management	CEO's, Directors, Principal & Senior Level Managers/ Officers, and Heads of Departments/ Sections	1,500,000	13/01/2025	17/01/2025	MORO TANGA	0714950432 0625868476
23.	Conflict Resolution and Management at Workplace	HR Directors & Managers, HR Officers, Administration Officers and Heads of Departments/ Sections	750,000	20/01/2025	24/01/2025	MORO TANGA	0767023521 0713402971

S/N	COURSE NAME	TARGET GROUP	PRICE / PERSON	START DATE (DD/MM/YYYY)	END DATE (DD/MM/YYYY)	VENUE	CONTACT
24.	Procurement Contract Management	Public Procurement Practitioners	650,000	27/01/2025	31/01/2025	SINGIDA DSM	0768274441 0627198973
FEBRUARY 2025							
1.	Induction Course	New employed public servants	650,000	03/02/2025	07/02/2025	DSM TANGA	0657233242 0713402971
				17/02/2025	21/02/2025	SINGIDA MORO	0764150179 0742927947
2.	Pre-Retirement Planning	Public servants who are about to retire within five years of their service	650,000	10/02/2025	14/02/2025	DSM MORO	0754496014 0685332289
				24/02/2025	28/02/2025	MORO TABORA	0756666550 0624808840
3.	PE Budgeting	Office Supervisors, Administrative Officers, HR Officers and Other Interested Officers	650,000	17/02/2025	21/02/2025	DSM MORO	0658189004 0655916352
4.	Stadi za Uongozi na Menejimenti kwa Viongozi Wanawake	Wakuu wa Taasisi (KE), Wakuu wa Idara (KE), Wakuu wa Vitengo (KE), Waganga Wafawidhi (KE), na Wauguzi Wafawidhi (KE)	650,000	24/02/2025	28/02/2025	MORO TANGA	0767023521 0742907219
5.	Disciplinary Procedures at the Workplace	HR and Administrative Officers, and Heads of Departments/ Sections	650,000	03/02/2025	07/02/2025	DSM MORO	0766739595 0715932289
6.	Training on Keyword Filing System	Records Staffs	650,000	10/02/2025	14/02/2025	SINGIDA MORO	0712887203 0686699266

S/N	COURSE NAME	TARGET GROUP	PRICE / PERSON	START DATE (DD/MM/YYYY)	END DATE (DD/MM/YYYY)	VENUE	CONTACT
7.	Board Performance Evaluation for State-Owned Entities	Board Members and Corporate Secretaries	1,500,000	17/02/2025	21/02/2025	DSM ARUSHA	0756666550 0767023521
8.	Coaching and Mentoring Skills for Managers and Supervisors	Directors, Managers, Supervisors, Heads of Department/ Units, and Other interested Officers	850,000	24/02/2025	28/02/2025	TABORA DSM	0716116052 0756666550
9.	Human Resource Management for non-HR Managers	Supervisors, Heads of Departments and Administrative Officers	850,000	03/02/2025	07/02/2025	DSM DOM	0756666550 0755618999
10.	Personnel Emoluments and Human Resource Budget	HR Officers, and Heads of Sections/Units/ Departments	700,000	10/02/2025	14/02/2025	DODOMA MORO	0764150179 0757686199
11.	Preparation of Scheme of Service, Incentive Scheme and Employees Retention Policy	HR Directors, HR Managers, HR Officers, and Administrative Officers	700,000	17/02/2025	21/02/2025	SINGIDA DODOMA	0784403772 0757686199
12.	Strategic Recruitment and Selection Procedures	HR and Administrative Officers / Managers	1,000,000	24/02/2025	04/03/2025	DSM MBEYA	0719695838 0755707203

S/N	COURSE NAME	TARGET GROUP	PRICE / PERSON	START DATE (DD/MM/YYYY)	END DATE (DD/MM/YYYY)	VENUE	CONTACT
13.	Mafunzo ya Kudhibiti Mzunguko wa Majalada, pamoja na Utunzaji Siri za Ofisi	Watunza Kumbukumbu na Nyaraka, Makatibu Muhtasi, Maafisa Utumishi, na Wasaidizi wa Ofisi	650,000	03/02/2025	07/02/2025	DSM MBEYA	0785217521 0768494651
14.	Confidentiality and Office Handling Procedures in Public Offices	Record Officers, HR Officers, IT Officers, Executive Assistants, Administrative Assistants, Office Administrators, Office Management Secretaries, Personal Secretaries, Receptionists, and Office Attendants	1,000,000	10/02/2025	21/02/2025	MORO MTWARA	0745552780 0625935395
15.	Stadi za Uandaaji wa Vikao, Uandishi wa Ripoti/ Kumbukumbu za Vikao, pamoja na Taratibu za Mawasiliano Serikalini	Watumishi wanaohusika na uandaaji wa vikao mbalimbali vya kiofisi	650,000	17/02/2025	21/02/2025	DSM TANGA	0784389720 0719502030
16.	Quality Management Systems for Quality Assurance Officers	Quality Assurance Officer, Monitoring and Evaluation Officers,	750,000	24/02/2025	28/02/2025	DSM MBEYA	0758273433 0784321301

S/N	COURSE NAME	TARGET GROUP	PRICE / PERSON	START DATE (DD/MM/YYYY)	END DATE (DD/MM/YYYY)	VENUE	CONTACT
		Heads of Departments/ Sections, Auditors, and Compliance Officers					
17.	Theoretical and Practical Training on Records Management Practice	Records Officers and Records Management Assistants, Personal Secretaries	650,000	03/02/2025	07/02/2025	DSM TANGA	0764760254 0759913131
				17/02/2025	21/02/2025	SINGIDA MORO	0745221050 0656485548
18.	Health, HIV/AIDS and Stress Management Issues for Public Servants	Heads of Department, HR and Administrative Officers	650,000	10/02/2025	14/02/2025	SINGIDA Mtwara	0764150179 0625060795
19.	Labour Laws and Arbitration	CEO's, Directors, HR Managers, HR Officers, and Public/Private Sector Legal Officers	650,000	17/02/2025	21/02/2025	DSM TABORA	0754814800 0716116052
20.	Public Service Protocol and Etiquettes	Records Officers, Personal Secretaries, Office assistants, Drivers, and Receptionists	650,000	24/02/2025	28/02/2025	ARUSHA MORO	0718016904 0712996425
21.	Government Budgeting	Accountants, Budget Officers, Finance Officers, Planning Officers and all officers involved in budget preparation and implementation	1,300,000	03/02/2025	14/02/2025	SINGIDA DSM	0764150179 0687850266

S/N	COURSE NAME	TARGET GROUP	PRICE / PERSON	START DATE (DD/MM/YYYY)	END DATE (DD/MM/YYYY)	VENUE	CONTACT
22.	Information Security and Disaster Management	HR Officers, Administrative officers, Heads of Department, Records officers, Personal secretaries, and Office Assistants	800,000	03/02/2025	07/02/2025	DSM MBEYA	0717172264 0768494651
				10/02/2025	14/02/2025	DSM TABORA	0758316163 0659551232
23.	Mafunzo Maalumu kwa Madiwani	Madiwani na Wenyeviti wa Halmashauri / Meta	650,000	03/02/2025	03/02/2025	MORO TANGA	0766739595 0712297895
				17/02/2025	21/02/2025	SINGIDA MTWARA	0753973850 0688975090
24.	Udhibiti wa Rushwa na Uvujaji wa Siri za Ofisi Mahala pa Kazi	Wajumbe wa Bodi ya Zabuni, Watumishi wa Idara/Kitengo cha Ununuzi na Ugavi, Maafisa Sheria, Wahasibu, na Wakaguzi wa Ndani	650,000	24/02/2025	28/02/2025	SINGIDA DODOMA	0764150179 0655916352

MARCH 2025

1.	Induction Course	New employed public servants	650,000	03/03/2025	07/03/2025	DSM MBEYA	0754814800 0685332289
				17/03/2025	21/03/2025	MORO TABORA	0756666550 0715932289
2.	Pre-Retirement Planning	Public servants who are about to retire within five years of their service	650,000	10/03/2025	14/03/2025	DSM TANGA	0657233242 0713629626
				24/03/2025	28/03/2025	SINGIDA MTWARA	0769372479 0765122482
3.	Ethics and Customer Care	Wasaidizi wa Ofisi, Wapokezi (receptionists), Makatibu Muhtasi, Watunza Kumbukumbu,	650,000	03/03/2025	07/03/2025	MORO TANGA	0767023521 0785700685
				17/03/2025	21/03/2025	SINGIDA MTWARA	0712887203 0765122482

S/N	COURSE NAME	TARGET GROUP	PRICE / PERSON	START DATE (DD/MM/YYYY)	END DATE (DD/MM/YYYY)	VENUE	CONTACT
		Madereva kutoka Ofisi za Serikali, Mtumishi mwingine yeyote mwenye uhitaji					
4.	Electronic Records Management in Public Institutions	Records Officers, ICT Officers, Administrative Officers, Human Resource Officers, Records Management Assistants, and Data entry Officers	650,000	10/03/2025	14/03/2025	DSM MBEYA	0715407556 0654515114
				24/03/2025	28/03/2025	DSM TABORA	0756666550 0764073177
5.	Use of ICTs and Office Computer Applications	Executive Assistants, Office Assistants, Office Secretaries, Records Management Officers, HR Staff and other interested officers	1,300,000	31/03/2025	11/04/2025	DSM TABORA	0713006202 0678259226
6.	Electronic Office Correspondences & Management	Administrative Officers, Personal Secretaries, IT Officers, Records officers, and Office assistants	650,000	03/03/2025	07/03/2025	SINGIDA MTWARA	0712887203 0656485548
7.	Audit Committee and Corporate Governance Effective	CEO's, Directors, Legal Officers, Chief Auditors, Financial Managers and Analysts, and Chief Accountants	650,000	10/03/2025	14/03/2025	DSM MBEYA	0754496014 0784321301

S/N	COURSE NAME	TARGET GROUP	PRICE / PERSON	START DATE (DD/MM/YYYY)	END DATE (DD/MM/YYYY)	VENUE	CONTACT
8.	Minute Taking and Report Writing Skills for Frontline Staff	Secretaries, Records Officers, Office Supervisors, Office Attendants, Receptionists, Cashiers, Clerks, Administrators and Other interested officers	650,000	03/03/2025	07/03/2025	DSM TANGA	0784389720 0628248284
				17/03/2025	21/03/2025	SINGIDA MORO	0769372479 0765122482
9.	Career Development and Succession Planning	Directors, Heads of Departments, HR Managers, Administrative Officers, and HR Officers	850,000	24/03/2025	28/03/2025	DSM TANGA	0714950432 0713629626
10.	Job Analysis and Evaluation	HR Managers, HR Officers and other interested officers	1,000,000	31/03/2025	11/04/2025	DSM MBEYA	0754496014 0784321301
11.	Stadi za Uongozi, Usimamizi na Menejimenti ya Rasilimali Watu	Wakuu Wa Idara/Vitengo, Maafisa Wafawidhi, na Maafisa Utumishi/Tawala	850,000	03/03/2025	07/03/2025	SINGIDA DODOMA	0784403772 0655916352
12.	Management of Library and Customized Services	Librarians	650,000	10/03/2025	14/03/2025	DSM MBEYA	0764711784
13.	Organizational Risk Management	Accountants, Internal Auditors, Procurement Officers and Other interested officers	1,000,000	17/03/2025	28/03/2025	SINGIDA DSM	0764150179 0627198973

S/N	COURSE NAME	TARGET GROUP	PRICE / PERSON	START DATE (DD/MM/YYYY)	END DATE (DD/MM/YYYY)	VENUE	CONTACT
14.	Records and Information Management in Public Offices	Records Officers, Office Assistants, Heads of Department/ Sections, Office Secretaries, and Attendants	650,000	24/03/2025	28/03/2025	DSM MBEYA	0785217521 0768494651
15.	Contemporary Issues in Human Resource Management	HR Managers & Officers, Administrative Officers, Heads Of Departments, and Division Officers	700,000	03/03/2025	07/03/2025	DSM TANGA	0784389720
				31/03/2025	04/04/2025	SINGIDA MORO	0756669768 0768158027
16.	Social - Emotional Adoption and Change Management	Head of Departments/ Sections/Units, HR Officers, Accountants, Internal Auditors, Administrative Officers, Estate Managers/ Officers and any other interested officer	650,000	03/03/2025	07/03/2025	MORO ARUSHA	0756666550 0715932289
17.	Defensive Driving for Drivers and Transport Officers	Drivers, Transport Officers and Other interested officers	650,000	10/03/2025	14/03/2025	SINGIDA MORO	0769372479 0713279288
18.	Digital Marketing	Officers directly involved in sales and marketing	700,000	17/03/2025	21/03/2025	DSM MBEYA	0754496014 0654515114
19.	Effective Meeting Management, Minute Taking and Presentation Skills	Clerks of meetings, Secretaries of Committees, Secretaries and Personal Assistants,	650,000	10/03/2025	14/03/2025	DSM MBEYA	0717665610 0685332289
				24/03/2025	28/03/2025	MORO TABORA	0756666550 0673730236

S/N	COURSE NAME	TARGET GROUP	PRICE / PERSON	START DATE (DD/MM/YYYY)	END DATE (DD/MM/YYYY)	VENUE	CONTACT
		Human resource officers, Office Administrators, Heads of Departments / Sections and other interested officers					
20.	Managing Information Searching Techniques	Librarians and Records Officers	650,000	31/03/2025	04/04/2025	DSM TANGA	0764760254 0628248284
21.	Boards Dynamics and Boards Risk Management	Board Members, Corporate Secretaries, Legal Officers and Financial Analysts	1,500,000	03/03/2025	07/03/2025	DSM MORO	0756666550 0715407556
22.	Mafunzo Maalumu kwa Wasaidizi wa Ofisi	Wasaidizi wa ofisi kutoka taasisi za Umma na binafsi	650,000	10/03/2025	14/03/2025	MBEYA DSM	0768494651 0756666550
23.	Fraud Investigation and Prevention (VC)	Chief Risk Officers, Risk Management Professionals, Internal Audit Professionals, Compliance Professionals, Finance Professionals and Chief Actuarial	850,000	17/03/2025	21/03/2025	DSM	0756666550
24.	Policy Formulation, Improvement and Analysis	Planning Officers, Policy Analysts, Monitoring & Evaluation Officers, Finance Officers and Legal Officers	850,000	24/03/2025	28/03/2025	DSM MBEYA	0715729515 0685332289

S/N	COURSE NAME	TARGET GROUP	PRICE / PERSON	START DATE (DD/MM/YYYY)	END DATE (DD/MM/YYYY)	VENUE	CONTACT
APRIL 2025							
1.	Induction Course	New employed public servants	650,000	14/04/2025	18/04/2025	MORO TANGA	0764760254 0628248284
				28/04/2025	02/05/2025	SINGIDA DODOMA	0745221050 0765122482
2.	Pre-Retirement Planning	Public servants who are about to retire within five years of their service	650,000	14/04/2025	18/04/2025	DSM MBEYA	0693223676 0685332289
				28/04/2025	02/05/2025	MORO TABORA	0756666550 0754320827
3.	Contemporary Secretarial Skills and Effective Management Skills	Executive Assistants, Administrative Assistants, Drivers, Office Administrators, Registry Officers, Office Managemen Secretaries, Personal Secretaries, Receptionists, and Office Attendants	650,000	14/04/2025	18/04/2025	DSM TANGA	0756488610 0628248284
				28/04/2025	02/05/2025	SINGIDA MORO	0712887203 0625060795
4.	Financial Management	Accountants, Auditors and Finance Officers in LGAs & MDAs	850,000	28/04/2025	02/05/2025	MBEYA	0784321301
5.	Leadership Enhancement and Skills Development	Public/Private Office CEO's, Directors, Assistant Directors, Legal Officers and other Principal/Senior Officers	1,500,000	14/04/2025	18/04/2025	DSM TANGA	0754496014 0713402971

S/N	COURSE NAME	TARGET GROUP	PRICE / PERSON	START DATE (DD/MM/YYYY)	END DATE (DD/MM/YYYY)	VENUE	CONTACT
6.	Mental Health and Management of Communicable Diseases & Non-Communicable Diseases	All public employees	650,000	14/04/2025	18/04/2025	DSM MOSHI	0767023521 0713629626
7.	Mapokezi ya Wateja/Wageni, Adabu na Itifaki (Etiquette And Protocol)	Wahudumu wa mapokezi, Wasaidizi wa ofisi, Makatibu Muhtasi, Madereva, Walinzi, na Watunza kumbukumbu na nyaraka	650,000	14/04/2025	18/04/2025	TANGA DODOMA	0785700685 0712996425
8.	Financial Management for Non-Finance Managers	HR and Administrative Officers	850,000	28/04/2025	02/05/2025	DSM TANGA	0658189004 0693127383
9.	Training on International Public Sector Accounting Standards (IPSAS)	Accountants, Financial Officers, Internal Auditors, Project Managers, and other Accounting practitioners	800,000	14/04/2025	18/04/2025	DSM TABORA	0756666550 0757837882
10.	International Public Sector Accounting Standards (IPSAS), Financial Statements Fraud and Governance	Accountants, Financial Officers, Internal Auditors, Project Managers, and other Accounting practitioners	850,000	28/04/2025	02/05/2025	DSM MBEYA	0754496014 0784321301

S/N	COURSE NAME	TARGET GROUP	PRICE / PERSON	START DATE (DD/MM/YYYY)	END DATE (DD/MM/YYYY)	VENUE	CONTACT
11.	Performance Based Auditing in the public sector	Internal auditors, Accountants, and Audit Committee Members	950,000	14/04/2025	18/04/2025	SINGIDA DOM	0784403772 0687850266
12.	Enterprise Oversight- The Role of the Board of Directors Effective	Board Chairpersons, Board Members, Management Team, Board of Directors, Corporate Secretaries Directors and Board Legal Secretary	1,500,000	28/04/2025	02/05/2025	ARUSHA TABORA	0756666550 0716116052
13.	Disaster Management	Heads of Department Sections and Units	650,000	14/04/2025	18/04/2025	DSM TANGA	0766816462 0714806908
14.	Public Speaking and Oral Presentation Skills	Secretaries, Receptionists, Cashiers, Clerks, Administrators, Public Relations Officers and Other interested officers	650,000	28/04/2025	02/05/2025	ARUSHA TABORA	0756666550 0764775034
15.	Human Resource Planning and Engagement	HR Officers, Administrative Officers and Training Officers	650,000	14/04/2025	18/04/2025	TANGA SINGIDA	0652726527 0756669768
16.	Ethics and Code of Conduct for Public Service Officers	Records Officers, Personal Secretaries, Office Assistants, Administrative Officers, Drivers, and Receptionists	650,000	14/04/2025	18/04/2025	DSM TANGA	0714950432 0675234773
				28/04/2025	02/05/2025	SINGIDA DODOMA	0621637832 0742927947

S/N	COURSE NAME	TARGET GROUP	PRICE / PERSON	START DATE (DD/MM/YYYY)	END DATE (DD/MM/YYYY)	VENUE	CONTACT
17.	Advanced Computer and Keyboard Skills	Administrative Officers, Personal Secretaries, Registry Staffs, IT Officers, and HR Officers	650,000	14/04/2025	18/04/2025	DSM MBEYA	0679031848 0685515114
18.	Public Office Security and Disaster Management Plans	Middle and Senior Officers in Public Offices	650,000	28/04/2025	02/05/2025	ARUSHA TABORA	0756666550 0659551232
19.	Ulinzi na Usalama Mahali pa Kazi	Watumishi wote wa kada ya ulinzi	1,000,000	14/04/2025	25/04/2025	DSM MBEYA	0785217521 0784321301
20.	Orientation on Public Service Act, Public Service Regulations, and Standing Orders	Directors, Managers, Chief Internal Auditors, Chief Accountants, Legal Officers, Health Secretaries, Heads of Sections/Units/ Departments, HR and Administrative Officers	700,000	28/04/2025	02/05/2025	MORO ARUSHA	0756666550 0715932289
21.	Monitoring and Evaluation in Real Estate Development Projects	MDs & CEOs, Directors, Chief Financial Officer, Audit Committee Members, Project Managers, Internal Auditors, Accountants, Legal Secretaries, Risk Management Professionals, Compliance Officers,	950,000	14/04/2025	18/04/2025	DSM TANGA	0756488610 0688205484

S/N	COURSE NAME	TARGET GROUP	PRICE / PERSON	START DATE (DD/MM/YYYY)	END DATE (DD/MM/YYYY)	VENUE	CONTACT
		Financial Analysts, Project Coordinators, Project Managers, M & E Officers					
22.	Board Induction on Corporate Governance and Leadership	Board Chairperson, Board of Directors, Legal Secretaries, Executive Secretaries, Chief Risk Officers, Risk Management Professionals, Internal Auditors, Compliance Professionals and Finance Professionals	1,500,000	28/04/2025	02/05/2025	DSM MORO	0785217521 0767023521
23.	Cyber Security and Information Intelligence Workshop	Computer Security Personnel's, System Administrators, System Analysts, Network Programmers, Database Administrators, Network Administrators, and Other interested IT officers	1,300,000	14/04/2025	25/04/2025	DSM TANGA	0758316163 0713129752
24.	Managing Security and Confidentiality of Electronic Records In Digital Era	Records Officers, Personal Secretaries, and Office Assistants	650,000	28/04/2025	02/05/2025	MORO TABORA	0756666550 0764073177

S/N	COURSE NAME	TARGET GROUP	PRICE / PERSON	START DATE (DD/MM/YYYY)	END DATE (DD/MM/YYYY)	VENUE	CONTACT
25.	Materials and Inventory Management	Stores Managers, Stores Officers, Procurement Officers, Facility Managers and Others involved in procurement and materials management.	1,300,000	28/04/2025	09/05/2025	TANGA TABORA	0629992851 0757837882
MAY 2025							
1.	Induction Course	New employed public servants	650,000	05/05/2025	09/05/2025	DSM MBEYA	0754814800 0685332289
				19/05/2025	23/05/2025	MORO DODOMA	0756666550 0715932289
2.	Pre-Retirement Planning	Public servants who are about to retire within five years of their service	650,000	12/05/2025	16/05/2025	DSM TANGA	0766739595 0759832869
				26/05/2025	30/05/2025	SINGIDA MORO	0712887203 0765122482
3.	Ethics and Customer Care	Wasaidizi wa Ofisi, Wapokezi (receptionists), Makatibu Muhtasi, Watunza Kumbukumbu, Maderaeva kutoka Ofisi za Serikali, Mtumishi mwingine yeyote mwenye uhitaji	650,000	05/05/2025	09/05/2025	DSM MBEYA	0785217521 0685332289
				19/05/2025	23/05/2025	MORO DODOMA	0756666550 0718016904
4.	Electronic Records Management in Public Institutions	Records Officers, ICT Officers, Administrative Officers, Human Resource Officers, Records Management Assistants, and Data entry Officers	650,000	12/05/2025	16/05/2025	MORO TANGA	0767023521 0652726527
				26/05/2025	30/05/2025	SINGIDA DSM	0712887203 0656485548

S/N	COURSE NAME	TARGET GROUP	PRICE / PERSON	START DATE (DD/MM/YYYY)	END DATE (DD/MM/YYYY)	VENUE	CONTACT
5.	Board Performance Evaluation for State-Owned Entities	Board Members and Corporate Secretaries	1,500,000	05/05/2025	09/05/2025	DSM ARUSHA	0767023521 0756666550
6.	Preparation of Scheme of Service, Incentive Scheme and Employees Retention Policy	HR Directors, HR Managers, HR Officers, and Administrative Officers	700,000	12/05/2025	16/05/2025	DSM ARUSHA	0756666550 0715932289
7.	Udhibiti wa Rushwa na Uvujaji wa Siri za Ofisi Mahala pa Kazi	Wajumbe wa Bodi ya Zabuni, Watumishi wa Idara/Kitengo cha Ununuzi na Ugavi, Maafisa Sheria, Wahasibu, na Wakaguzi wa Ndani	650,000	19/05/2025	23/05/2025	DSM MBEYA	0785217521 0768494651
8.	Matumizi Bora, Sahihi na Salama ya Vifaa na Mifumo ya Tehama Serikalini	Maafisa Tehema, Wakuu wa Idara za serikali, Sekretarieti za Mikoa, Mamlaka za Halmashauri, Waandishi, Waendesha Ofisi, Wasaidizi wa Watendaji Wakuu, na Watunza Kumbukumbu na Nyaraka	700,000	26/05/2025	30/05/2025	SINGIDA MTWARA DSM	0769372479 0673176417 0758316163

S/N	COURSE NAME	TARGET GROUP	PRICE / PERSON	START DATE (DD/MM/YYYY)	END DATE (DD/MM/YYYY)	VENUE	CONTACT
9.	Utunzaji wa Kumbukumbu/Nyaraka na Udhibiti wa Siri Katika Taasisi za Serikali	Makatibu Mahsusi, Watunza kumbukumbu, na Wasaidizi wa Ofisi	600,000	05/05/2025	09/05/2025	SINGIDA MTWARA	0745221050 0765122482
10.	Training on Institutional Risk Management Framework in Public Sector	Accountants, Procurement Staff, M&E Staff Heads Of Units/ Sections, Internal Auditors, and Other Interested officers	650,000	12/05/2025	16/05/2025	MORO TANGA	0766816462 0693127383
11.	Executive and Administrative Assistant Skills Development	Office Management Secretaries, Administrative Assistants, Secretaries and Office Supervisor	850,000	05/05/2025	09/05/2025	MORO DODOMA	0714950432 0713629626
				19/05/2025	23/05/2025	SINGIDA MWANZA	0753973850 0765122482
12.	Best Practices in Managing Records and Information in Public Offices	Records Officers and Personal Secretaries	650,000	26/05/2025	30/05/2025	SINGIDA MTWARA	0712887203 0764086407
13.	Human Resource Metrics And Analytics	HR Directors, Managers, and Officers	650,000	05/05/2025	09/05/2025	MORO TANGA	0784389720 0786256226
14.	Conflict Resolution and Management at Workplace	HR Directors & Managers, HR Officers, Administration Officers and Heads of Departments/ Sections	750,000	12/05/2025	16/05/2025	DSM MBEYA	0754488473 0685332289

S/N	COURSE NAME	TARGET GROUP	PRICE / PERSON	START DATE (DD/MM/YYYY)	END DATE (DD/MM/YYYY)	VENUE	CONTACT
15.	Matumizi na Usimamizi wa mfumo wa Ofisi Mtandao (e-office)	Maafisa Utumishi/ Utawala, Watunza Kumbukumbu, na Maafisa TEHAMA	650,000	19/05/2025	23/05/2025	DSM TANGA	0717403358 0717439203
16.	Effective Managerial and Supervisory Skills	Records Officers, Office Management Secretaries, Administrative Assistants, Secretaries and Office Supervisor	650,000	12/05/2025	16/05/2025	DSM MBEYA	0754496014 0768494651
				26/05/2025	30/05/2025	MORO TABORA	0756666550 0786075951
17.	Effective Report & Speech Writing Skills	Planning Officer, Policy Analysts, Heads of Departments, Monitoring and Evaluation Officers, Office Management Secretaries, Report Writers, and Council Secretaries	850,000	05/05/2025	09/05/2025	DSM MBEYA	0717665610 0685332289
				19/05/2025	23/05/2025	MORO TABORA	0756666550 0754320827
18.	Competency Based HR Matrix Training	HR Officers & Managers	650,000	12/05/2025	16/05/2025	ARUSHA	0715932289
19.	Basic Computer Hardware and Software Troubleshooting	ICT Specialists, Personal Secretaries, Record Officers, IT Officers, System Administrators, and HR Officers	650,000	19/05/2025	23/05/2025	SINGIDA MTWARA	0769372479 0673176417
20.	Patriotism	All public service servants	650,000	26/05/2025	30/05/2025	DSM MBEYA	0685332289

S/N	COURSE NAME	TARGET GROUP	PRICE / PERSON	START DATE (DD/MM/YYYY)	END DATE (DD/MM/YYYY)	VENUE	CONTACT
21.	Workplace Relationship and Conflict Management	Directors, Managers HR & Administrative Officers	1,000,000	05/05/2025	16/05/2025	MORO TABORA	0756666550 0757543713
22.	Procurement and Tender Management for Public Procurement Practitioners	Public Procurement Practitioners	650,000	12/05/2025	16/05/2025	SINGIDA DSM	0768274441 0627198973
23.	Advanced Database with Microsoft Access	ICT experts from public institutions	1,500,000	19/05/2025	30/05/2025	DSM TABORA	0758316163 0678259226
24.	Information Security and IT Emergency/Disaster Recovery Plan Preparation	Senior and Principals Officers, and IT Administrators/ Operators	650,000	26/05/2025	30/05/2025	SINGIDA DODOMA	0753205141 0673176417
25.	Public Human Capita Management	HR Officers, Heads of Departments, Administrative Officers, and Office Supervisors	650,000	05/05/2025	09/05/2025	SINGIDA MORO	0784403772 0768158027

JUNE 2025

1.	Induction Course	New employed public servants	650,000	02/06/2025	06/06/2025	MORO TANGA	0714950432 0759832869
				16/06/2025	20/06/2025	SINGIDA DODOMA	0769372479 0655916352
2.	Pre-Retirement Planning	Public servants who are about to retire within five years of their service	650,000	09/06/2025	13/06/2025	DSM MORO	0693223676 0685332289
				23/06/2025	27/06/2025	ARUSHA TABORA	0756666550 0786075951

S/N	COURSE NAME	TARGET GROUP	PRICE / PERSON	START DATE (DD/MM/YYYY)	END DATE (DD/MM/YYYY)	VENUE	CONTACT
3.	Board Induction on Corporate Governance and Leadership	Board Chairperson, Board of Directors, Legal Secretaries, Executive Secretaries, Chief Risk Officers, Risk Management Professionals, Internal Auditors, Compliance Professionals and Finance Professionals	1,500,000	16/06/2025	20/06/2025	DSM ARUSHA	0767023521 0756666550
4.	Electronic Office Correspondences & Management	Administrative Officers, Personal Secretaries, IT Officers, Records officers, and Office assistants	650,000	23/06/2025	27/06/2025	DSM MOSHI	0657233242 0717439203
5.	Records and Information Management in Public Offices	Records Officers, Office Assistants, Heads of Department/ Sections, Office Secretaries, and Attendants	650,000	30/06/2025	04/07/2025	MORO MOSHI	0764760254 0713629626
6.	Effective Meeting Management, Minute Taking and Presentation Skills	Meetings Clerks, Committees Secretaries, Secretaries, Personal Assistants, HR officers, Office Administrators, Heads of Departments/ Sections and any other interested officer	650,000	02/06/2025	06/06/2025	MORO TANGA	0784389720 0785700685
				16/06/2025	20/06/2025	SINGIDA DODOMA	0753973850 0765122482

S/N	COURSE NAME	TARGET GROUP	PRICE / PERSON	START DATE (DD/MM/YYYY)	END DATE (DD/MM/YYYY)	VENUE	CONTACT
7.	PE Budgeting	Office Supervisors, Administrative Officers, HR Officers and Other Interested Officers	650,000	09/06/2025	13/06/2025	MBEYA TABORA	0784321301 0757837882
8.	Stadi za Uongozi na Menejimenti kwa Viongozi Wanawake	Wakuu wa Taasisi (KE), Wakuu wa Idara (KE), Wakuu wa Vitengo (KE), Waganga Wafawidhi (KE), na Wauguzi Wafawidhi (KE)	650,000	16/06/2025	20/06/2025	ZANZI-BAR TABORA	0713006202 0788668797
9.		HR and Administrative Officers, and Heads of Departments/Sections	650,000	23/06/2025	27/06/2025	DSM MBEYA	0754496014 0755707203
10.	Training on Keyword Filing System	Records Staffs	650,000	30/06/2025	04/07/2025	MORO TABORA	0756666550 0786075951
11.	Coaching and Mentoring Skills for Managers and Supervisors	Directors, Managers, Supervisors, Heads Of Department/Units, and Other interested officers	850,000	02/06/2025	06/06/2025	MTWARA MBEYA	0625060795 0685332289
12.	Human Resource Management for non-HR Managers	Supervisors, Heads of Departments and Administrative Officers	850,000	09/06/2025	13/06/2025	SINGIDA DODOMA	0756669768 0688975090
13.	Personnel Emoluments and Human Resource Budget	HR Officers, and Heads of Sections/Units/ Departments	700,000	16/06/2025	20/06/2025	TANGA DSM	0713629626 0714950432

S/N	COURSE NAME	TARGET GROUP	PRICE / PERSON	START DATE (DD/MM/YYYY)	END DATE (DD/MM/YYYY)	VENUE	CONTACT
14.	Stadi za Uandaaji wa Vikao, Uandishi wa Ripoti/ Kumbukumbu za Vikao, pamoja na Taratibu za Mawasiliano Serikalini	Watumishi wanaohusika na uandaaji wa vikao mbalimbali vya kiofisi	650,000	23/06/2025	27/06/2025	MORO TABORA	0756666550 0764775034
15.	Theoretical and Practical Training on Records Management Practice	Records Officers and Records Management Assistants, Personal Secretaries	650,000	09/06/2025	13/06/2025	DSM MBEYA	0785217521 0768494651
				30/06/2025	04/07/2025	MORO TABORA	0756666550 0659551232
16.	Health, HIV/AIDS and Stress Management Issues for Public Servants	Heads of Department, HR and Administrative Officers	650,000	02/06/2025	06/06/2025	DSM MBEYA	0754488473 0654515114
				16/06/2025	20/06/2025	MORO TABORA	0756666550 0683024903
17.	Public Service Protocol and Etiquettes	Records Officers, Personal Secretaries, Office assistants, Drivers, and Receptionists	650,000	09/06/2025	13/06/2025	DSM TANGA	0766739595 0785700685
18.	Government Budgeting	Accountants, Budget Officers, Finance Officers, Planning Officers and all officers involved in budget preparation and implementation	1,300,000	16/06/2025	27/06/2025	DSM TANGA	0658189004 0629992851

S/N	COURSE NAME	TARGET GROUP	PRICE / PERSON	START DATE (DD/MM/YYYY)	END DATE (DD/MM/YYYY)	VENUE	CONTACT
19.	Theoretical and Practical Training in Conducting Training Needs Assessment (TNA), Preparation of Training Plan (TP) and Conducting Training Monitoring And Evaluation (TM&E)	HR Directors, HR Managers, HR & Administrative Officers, and Heads of Departments/ Units	850,000	23/06/2025	27/06/2025	DSM MBEYA	0713966706 0685332289
20.	Customer Care and Communication Skills for Frontline Staff	Secretaries, Receptionists, Cashiers, Clerks, Administrators, and Other interested Officers	1,300,000	02/06/2025 30/06/2025	13/06/2025 11/07/2025	DSM MBEYA MORO TABORA	0715640700 0767313206 0756666550 0713113731
21.	Diplomacy, Protocol & Etiquette for Senior Officers	DGs, CEOs, Directors, Managers, Heads of Unit/Section, Administrative Officers, Office Supervisors and Officers working on Diplomatic Agencies	1,500,000	02/06/2025	06/06/2025	DSM TANGA	0756488610 0766919618
22.	Preparation of Human Resource Assessment & Planning (HRP)	HR Directors, HR Managers, HR & Administrative Officers, Head of Departments/ Units	850,000	09/06/2025	13/06/2025	MORO ARUSHA	0756666550 0715932289

S/N	COURSE NAME	TARGET GROUP	PRICE / PERSON	START DATE (DD/MM/YYYY)	END DATE (DD/MM/YYYY)	VENUE	CONTACT
23.	Leadership and Behavioral Change Management	CEO's, Directors, Principal & Senior Level Managers/ Officers, and Heads of Departments/ Sections	1,500,000	16/06/2025	20/06/2025	DSM DODOMA	0758316163 0742927947
24.	Procurement Contract Management	Public Procurement Practitioners	650,000	23/06/2025	27/06/2025	TABORA	0757837882
25.	Mafunzo Maalumu kwa Watendaji wa Vijiji, Mtaa na Kata	Watendaji wa Vijiji, Mtaa na Kata	650,000	30/06/2025	04/07/2025	MORO TANGA	0767023521 0652726527

PART A. IMPORTANT NOTICE PERTAINING TANZANIA PUBLIC SERVICE COLLEGE TRAININGS

1. Please note that, in addition to the trainings mentioned above, we also offer customized training programs tailored to meet the specific needs of our clients.
2. TPSC provides a diverse array of facilitators both from within and outside the college. Our external facilitators encompass senior professionals from both public and private sectors, retired officials from high-ranking positions in government and private industries, as well as senior experts from abroad, ensuring comprehensive coverage for training needs.

PART B. OTHER SERVICES OFFERED BY TANZANIA PUBLIC SERVICE COLLEGE

1. Public Service Examinations and Review Programme

Tanzania Public Service College has been administering Public Service Examinations and review programmes since 2003. Circular letter number C/CB.49/177/01A/46 dated 13th January, 2003 in line with the current Public Service Act No. 8 of 2002 as amended in 2008 mandated the Tanzania Public Service College to run the Public Service Examinations which were formally run by the Public Service Commission (PSC).

Public Service Examinations (PSE) and review programmes are primarily provided for public servants who are obliged by their respective schemes of service to undertake to enable them meet certain criteria for their promotions. Cadres that are covered by public service examinations and review programmes include: -

- i. Higher Standard Telephone Operators (HSTO); and
- ii. Higher Standards Stores Management (HSSM);
- iii. Lower Standards Stores Management (LSSM);
- iv. Management Development for Executive Assistants Level one (MDEA I);

- v. Management Development for Executive Assistants Level two (MDEA II);
- vi. Proficiency Examination for Human Resource Officers (PHR);
- vii. Proficiency Examination for Labour Officers (PLO);
- viii. Proficiency Examination for Records Officers (PRO);
- ix. Proficiency Examination for Social Welfare Officers (PSW);
- x. Qualifying Law for Administrative Officers (QLA);
- xi. Qualifying Law for Division Officers (QLD);
- xii. Special Youth Work Examination (SYWE).
- xiii. Special Youth Work Examination (SYWE).

2. Applied Research and Publication Services

TPSC conducts applied research and publication focusing on finding solutions on the contending challenges in the public and private sectors. Our reasearch areas include:

- i. Leadership, Management and Good Governance
- ii. Human Resources Management and Development
- iii. Records, Archives and Information Management
- iv. Public Financial Management
- v. Information and Communication Technology (ICT)
- vi. Procurement and Supply Management in Public Service
- vii. Cross-cutting Issues

3. Consultancy Services

TPSC provides consultancy services for public service and private sector in the following areas: -

- i. Accountancy and Auditing
- ii. Actuarial Services
- iii. Adult Education
- iv. Business Processes Engineering
- v. Careers Development
- vi. Child Education

- vii. Energy Issues
- viii. Financial and Audit
- ix. Food and Nutrition
- x. Forensic and Investigation Consultancy
- xi. Human Resources Management
- xii. Information and Communication Technology
- xiii. Irrigation Engineering
- xiv. Legal Services
- xv. Programme and Project Management
- xvi. Research, Survey and Development
- xvii. Record Archive and Information Management
- xviii. Secretarial Duties Administration
- xix. Software Development
- xx. Strategic Planning
- xxi. Systems Supports and Administration
- xxii. Taxation and Valuation

4. Innovative Learning Services through Technological Platforms

Services offered by TPSC through the Global Learning Section of TPSC (GLS) include: -

- i. Blended Face to Face Training Programs;
- ii. Facilities Hiring for Meetings and Trainings;
- iii. Multimedia Facilities for Hiring (Computer Laboratories);
- iv. Online Courses and dialogues;
- v. Video Conference Bridging Services;
- vi. Video Conference Courses, Dialogues;
- vii. Video Conference Services for Meetings, Virtual Courts, Interviews, Academic Paper Presentations and Defense, Medical Clinics and Training etc;
- viii. Video Conference Site Audit and Installations.

TPSC - GLOBAL LEARNING SECTION

OUR SERVICES

- TRAINING
- VIDEO CONFERENCE SERVICES
- MULTIMEDIA SERVICES
- CONSULTANCY

Do you want to install Video Conference (VC) to your organization?

Visit us, we have more than 20 years on VC technologies, thus we will guide you how to.

Audit the site/venue for video conference services

Choose a video conferencing technologies and specifications.

Deploy and configure the Video Conference facilities service.

MANAGER

TPSC-Global Learning Section

IFM Block A,

Shaaban Robert Street

P. O. Box 2287,

Dar es Salaam - Tanzania

Tel: 2552123705/09

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TPSC OFFICIAL CONTACTS

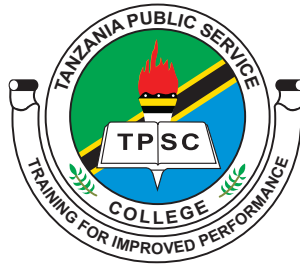
CAMPUS	CONTACT INFORMATION	MOBILE NUMBERS
HQ	Chief Executive Officer, Tanzania Public Service College, P.O.Box 2574, DAR ES SALAAM Email: tpsc@tpsc.go.tz	0788 438574 0767 023521 0788 015002
DAR ES SALAAM	Campus Director, Tanzania Public Service College, P.O. Box 2574, DAR ES SALAAM Email: dsm@tpsc.go.tz	0785 217521 0715 407556
TABORA	Campus Director, Tanzania Public Service College, P.O. Box 329, TABORA Email: tabora@tpsc.go.tz	0716 116052 0715 932289
MTWARA	Campus Director, Tanzania Public Service College, P.O. Box 1051, MTWARA Email: mtwara@tpsc.go.tz	0713 890256 0742 927947
SINGIDA	Campus Director, Tanzania Public Service College, P.O. Box 1534, SINGIDA Email: singida@tpsc.go.tz	0784 403772 0716 707903
TANGA	Campus Director, Tanzania Public Service College, P.O. Box 750, TANGA Email: tanga@tpsc.go.tz	0713 402971 0713 629626

CAMPUS	CONTACT INFORMATION	MOBILE NUMBERS
MBEYA	Campus Director, Tanzania Public Service College, P.O. Box 1207, MBEYA Email: mbeya@tpsc.go.tz	0714 161528 0768 494651
GLOBAL LEARNING SECTION	Manager, Tanzania Public Service College, P.O. Box 2287, DAR ES SALAAM Email: glc@tpsc.go.tz	0713 006202 0756 666550

Head of Communication and Marketing Unit:
0654 342 428

Director of Public Service in Service Training:
0788 015 002 / 0767 023 521

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Rector and Chief Executive Officer,
Tanzania Public Service College
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