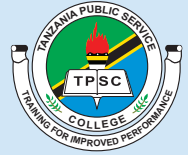




THE UNITED REPUBLIC OF TANZANIA
PRESIDENT'S OFFICE,
PUBLIC SERVICE MANAGEMENT
AND GOOD GOVERNANCE



TANZANIA PUBLIC SERVICE COLLEGE
(TPSC)



SHORT-TERM
TRAINING CALENDAR FOR
THE FINANCIAL YEAR 2025/26

Celebrating 25 Years in Public Service Training

**SHORT-TERM
TRAINING CALENDAR FOR
THE FINANCIAL YEAR 2025/26**

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



JULY 2025

S/N	Course Name	Target Group	Fee per Person	Start Date	End Date	Venue	Contact Person
1.	Conflict Resolution and Management at Workplace	HR Directors & Managers, HR Officers, Administration Officers and Heads of Departments/ Sections	750,000	14 Jul 2025	18 Jul 2025	MBEYA	0764711784
2.	Handling Discipline and Disciplinary Procedures in the Public Service	Heads of Departments/ Divisions/ Sections, Legal Officers, HR Officers and Administrative Officers	650,000	21 Jul 2025	25 Jul 2025	SINGIDA	0754552780
3.	Electronic Records Management in Public Institutions	Records Officers, ICT Officers, Administrative Officers, Human Resource Officers, Data Entry Staff and Head of departments and Units	650,000	14 Jul 2025	18 Jul 2025	DAR ES SALAAM	0693223676 0714950432
				28 Jul 2025	01 Aug 2025	TABORA	0764073177
4.	Ethics and Code of Conduct for Public Service Officers	Records Officers, Personal Secretaries, Office Assistants, Administrative Officers, Drivers, and Receptionists	650,000	14 July 2025	18 July 2025	TPSC-TANGA	0766919618

**JULY 2025 (Cont.)**

S/N	Course Name	Target Group	Fee per Person	Start Date	End Date	Venue	Contact Person
5.	Ethics and Customer Care	Secretaries, Receptionists, Cashiers, Record Management Officers, Clerks, Administrators, Public Relations Officers and Other interested officers	650,000	14 July 2025	18 Jul 2025	TPSC TABORA	0767143757
				21 July 2025	25 Jul 2025	TPSC-TANGA	0712297895
6.	Executive and Administrative Assistant Skills Development	Office Management Secretaries, Administrative Assistants, Personal Secretaries and Office Supervisors	850,000	14 Jul 2025	18 Jul 2025	MOROGORO	0742846997 0756666550
				28 July 2025	01-Aug 2025	MBEYA	0784321301
7.	Financial Management for Non-Finance Manager	HR and Administrative Officers All Non-Financial Managers	850,000	14 July 2025	18 Jul 2025	TPSC-TANGA	0714806908
8.	Induction Course	Newly employed public servants	650,000	14 July 2025	18 Jul 2025	TPSC-TANGA	0785700685
				28 July 2025	01 Aug 2025	MOROGORO	0757686199 0742927947
9.	Mafunzo Maalumu kwa Watendaji wa Vijiji, Mtaa na Kata	Watendaji wa Vijiji, Mtaa na Kata	650,000	28 July 2025	01 Aug 2025	MTWARA	0713890256



S/N	Course Name	Target Group	Fee per Person	Start Date	End Date	Venue	Contact Person
10.	Mafunzo Maalumu kwa Wasaidizi wa Ofisi na Wapokezi	Wapokezi na Wasaidizi wa ofisi katika taasisi za umma	650,000	14 July 2025	18 July 2025	MBEYA	0764711784
11.	Management of Mental Health and Emotional Intelligence	All public Service Employees	750,000	21 July 2025	25 July 2025	SINGIDA	0769372479
12.	Human Resource Assessment & Preparation of Human Resources Planning (HRP)	HR Directors, HR Managers, HR & Administrative Officers, Head of Departments/ Units	850,000	28 July 25	01 Aug 2025	GLS	0715707203
13.	Pre-Retirement Planning	Public Employees who are expected to retire within 10 years to come	650,000	14 July 2025	18 July 2025	SINGIDA	0753973850
				28 July 2025	01 Aug 2025	DAR ES SALAAM	0754496014 0714950432
14.	Records and Information Management in Public Offices	Records Management Officers, Heads of Department/ Sections and HR Officers	750000	14 July 2025	18 July 2025	TPSC-TAN-GA	0652726527
				28 July 2025	01 Aug 2025	MTWARA	0656590824
15.	The Effective Use and Administration of E-office System	Administrative Officers, Office Management Secretary/ Officer, IT Officers and Records officers	650,000	28 July 2025	01 Aug 2025	SINGIDA	0745221050



AUGUST 2025

S/N	Course Name	Target Group	Price/ Person	Start Date	End Date	Venue	Contact Person
1.	Basic Computer Hardware and Software Troubleshooting	ICT Specialists, IT Officers and System Administrators,	650,000	11 Aug 2025	15 Aug 2025	DAR ES SALAAM	0679031848
2.	Contemporary Issues in Human Resource Management	HR Managers & Officers, Administrative Officers, Heads of Departments, and Division Officers	750,000	18 Aug 2025	22 Aug 2025	DODOMA	0768158027
3.	Contemporary Office Management skills for Secretaries	Executive Assistants, Office Administrative Officers, ; Office Management Secretaries and Personal assistants	650,000	11 Aug 2025	15 Aug 2025	MBEYA	0784321301
				25 Aug 2025	29 Aug 2025	SINGIDA	0712887203
4.	Effective Managerial and Supervisory Skills	Records Officers, Office Management Secretaries, Administrative Assistants and Office Supervisor	650,000	11 Aug 2025	15 Aug 2025	DODOMA	0622353896
				25 Aug 2025	29 Aug 2025	TPSC-TANGA	0759832869
5.	Effective Report & Speech Writing Skills	Planning Officers, Policy Analysts, Heads of Departments, Monitoring and Evaluation Officers, Office Report Writers, and Council Secretaries	850,000	18 Aug 2025	22 Aug 2025	DAR ES SALAAM	0717665610 0766739595



S/N	Course Name	Target Group	Price/ Person	Start Date	End Date	Venue	Contact Person
6.	Ethics and Customer Care	Secretaries, Receptionists, Cashiers, Record Management Officers, Clerks, Administrators, Public Relations Officers and Other interested officers	650,000	11 Aug 2025	15 Aug 2025	TPSC-TANGA	0785700685
				25 Aug 2025	29 Aug 2025	MOROGORO	0742927947
7.	Health and Stress Management Issues for Public Servants	Heads of Department, HRs and Administrative Officers	650,000	11 Aug 2025	15 Aug 2025	TABORA	0624808840
8.	Induction Course	Newly employed public servants	650,000	11 Aug 2025	15 Aug 2025	GLS - DAR ES SALAAM	0655639383 0756666550
				25 Aug 2025	29 Aug 2025	MOROGORO	0717481899
9.	Leadership Skills and Change Management	Directors, Managers Officers, and Heads of Departments/ Sections	1,300,000	25 Aug 2025	29 Aug 2025	SINGIDA	0767764987
10.	Mafunzo ya Kudhibiti Mzunguko wa Majalada, pamoja na Utunzaji Siri za Ofisi	Watunza Kumbukumbu na Nyaraka, Makatibu/ Maafisa Waendesha Ofisi Wasaidizi wa Ofisi, na Watumiaji wengine wa majalada	650,000	11 Aug 2025	15 Aug 2025	DAR ES SALAAM	0623900043 0766739595



AUGUST 2025 (Cont.)

S/N	Course Name	Target Group	Price/ Person	Start Date	End Date	Venue	Contact Person
11.	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	750,000	18 Aug 2025	22 Aug 2025	DODOMA	0753098999
12.	Pre-Retirement Planning	Public Employees who are expected to retire within 10 years to come	650,000	11 Aug 2025	15 Aug 2025	TPSC TABORA	0624808840
				25 Aug 2025	29 Aug 2025	TPSC-TANGA	0713402971
13.	Fundamentals of Protocol and Etiquettes in the Public Service	Records Officers, Personal Secretaries, Office assistants, Drivers, and Receptionists	650,000	11 Aug 2025	15 Aug 2025	TPSC-TANGA	0679849962
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 katika ofisi za serikali	650,000	18 Aug 2025	22 Aug 2025	DODOMA	0715707203
15.	Utunzaji wa Kumbukumbu/ Nyaraka na Udhibiti wa Siri Katika Taasisi za Serikali	Maafisa Waendesha Ofisi, Watunza kumbukumbu, Wasaidizi wa Ofisi Madereva na Wapokezi	650,000	25 Aug 2025	29 Aug 2025	SINGIDA	0764150179



SEPTEMBER 2025

S/N	Course Name	Target Group	Price / Person	Start Date	End Date	Venue	Contact Person
1.	Best Practices in Managing Records and Information in Public Offices	Record Officers, Office Management Secretaries and other interested officers	650,000	01 Sep 2025	05 Sep 2025	DAR ES SALAAM	0764760254 0756666550
				22 Sep 2025	26 Sep 2025	MBEYA	0717481899
2.	Defensive Driving for Drivers and Transport Officers	Drivers, Transport Officers and Other interested officers	650,000	08 Sep 2025	12 Sep 2025	DAR ES SALAAM	0693223676 0714950432
				22 Sep 2025	26 Sep 2025	TABORA	0627782639
3.	Effective Meeting Management, Minutes Taking and Reports Preparation Skills	Clerks of meetings, Secretaries of Committees, Personal Secretaries, Personal Assistants, and other officers who deal with Meeting issues	650,000	15 Sep 2025	19 Sep 2025	MTWARA	JOHN NZUNDA
4.	Ethics and Code of Conduct for Public Service Officers	Records Officers, Personal Secretaries, Office Assistants, Administrative Officers, Drivers, and Receptionists	650,000	22 Sep 2025	26 Sep 2025	SINGIDA	0621637832
5.	Ethics and Customer Care	Secretaries, Receptionists, Cashiers, Record Management Officers, Clerks, Administrators, Public Relations Officers and Other interested officers	650,000	08 Sep 2025	12 Sep 2025	MOROGORO	042927947
				29 Sep 2025	03 Oct 2025	MOROGORO	0756666550



SEPTEMBER 2025 (Cont.)

S/N	Course Name	Target Group	Price / Person	Start Date	End Date	Venue	Contact Person
6.	Human Resource Management for non-HR Managers	Supervisors, Heads of Departments and Administrative Officers	850,000	01 Sep 2025	05 Sep 2025	MOROGORO	0715599118
7.	Human Resource Planning and Employee Engagement	HR Directors, Managers and Officers, Administrative Officers	850,000	08 Sep 2025	12 Sep 2025	GLS -DAR ES SALAAM	0742846997 0756666550
8.	Induction Course	Newly employed public servants	650,000	15 Sep 2025	19 Sep 2025	SINGIDA	0754552780
				29 Sep 2025	03 Oct 2025	DAR ES SALAAM	0715890104
9.	Leadership Enhancement and Skills Development	Directors, Assistant Directors, Managers, Heads of Department/ Sections and Units, Chief Accountants Officers	1,300,000	22 Sep 2025	26 Sep 2025	DAR ES SALAAM	0713966706
10.	Management of Library and Customized Services	Librarians	650,000	29 Sep 2025	03 Oct 2025	TPSC-TANGA	0718687158
11.	Personnel Emoluments (PE) Budget	HR Officers, Planning Officers and Heads of Sections/Units/ Departments	750,000	01 Sep 2025	05 Sep 2025	TPSC-TANGA	0713629626



S/N	Course Name	Target Group	Price / Person	Start Date	End Date	Venue	Contact Person
12.	Pre-Retirement Planning	Public Employees who are expected to retire within 10 years to come	750,000	08 Sep 2025	12 Sep 2025	MOROGORO	0757686199
				22 Sep 2025	26 Sep 2025	MOROGORO	0655639383 0756666550
13.	Theoretical and Practical Training on Records Management Practice	Records Officers, Records Management Assistants and Personal Secretaries	650,000	15 Sep 2025	19 Sep 2025	MBEYA	0715707203
14.	Use of ICTs and Office Computer Applications	Executive Assistants, Office Assistants, Office Secretaries, Records Management Officers, other interested officers	1,300,000	22 Sep 2025	03 Oct 2025	GLS-DAR ES SALAAM	0764760254 0756666550



OCTOBER 2025

S/N	Course Name	Target Group	Price / Person	Start Date	End Date	Venue	Contact Person
1.	Board Induction on Corporate Governance and Leadership	Board Chairperson, Board Directors, Legal Secretaries, Executive Secretaries, Chief Risk Officers, Risk Management Professionals, Internal Auditors, Compliance Professionals and Finance Professionals	1,500,000	06 Oct 2025	10 Oct 2025	DAR ES SALAAM	0713966706 0766739595
2.	Career Development and Succession Planning	HR Directors and Managers, Directors and Managers, Head of Departments, Sections and Units	850,000	20 Oct 2025	24 Oct 2025	TPSC-TANGA	0658303739
3.	Conflict Resolution and Management at Workplace	HR Directors & Managers, HR Officers, Administration Officers and Heads of Departments/ Sections	750,000	27 Oct 2025	31 Oct 2025	SINGIDA	0622493807
4.	Contemporary Issues in Human Resource Management	HR Managers & Officers, Administrative Officers, Heads of Departments, and Division Officers	750,000	06 Oct 2025	10 Oct 2025	MBEYA	0784321301



S/N	Course Name	Target Group	Price / Person	Start Date	End Date	Venue	Contact Person
5.	Handling Discipline and Disciplinary Procedures in the Public Service	Heads of Departments/ Divisions/ Sections, Legal Officers, HR Officers and Administrative Officers	650,000	20 Oct 2025	24 Oct 2025	DAR ES SALAAM	0756666550
6.	Electronic Records Management in Public Institutions	Records Officers, ICT Officers, Administrative Officers, Human Resource Officers, Data Entry Staff and Head of departments and Units	650,000	06 Oct 2025	10 Oct 2025	TPSC-TANGA	0759913131
				27 Oct 2025	31 Oct 2025	MTWARA	0656590824
7.	Ethics and Customer Care	Secretaries, Receptionists, Cashiers, Record Management Officers, Clerks, Administrators, Public Relations Officers and Other interested officers	650,000	06 Oct 2025	10 Oct 2025	MBEYA	0712484004
				20 Oct 2025	24 Oct 2025	SINGIDA	0753973850
8.	Executive and Administrative Assistant Skills Development	Office Management Secretaries, Administrative Assistants, Personal Secretaries and Office Supervisors	850,000	06 Oct 2025	10 Oct 2025	SINGIDA	0769372479
				20 Oct 2025	24 Oct 2025	DAR ES SALAAM	0762585192

**OCTOBER 2025 (Cont.)**

S/N	Course Name	Target Group	Price / Person	Start Date	End Date	Venue	Contact Person
9.	Financial Management for Non-Finance Manager	HR and Administrative Officers All Non-Financial Managers	850,000	27 Oct 2025	31 Oct 2025	SINGIDA	0764150179
10.	Induction Course	Newly employed public servants	650,000	06 Oct 2025	10 Oct 2025	DODOMA	0715932289
				20 Oct 2025	24 Oct 2025	MTWARA	0757686199 0713890256
11.	Mafunzo Maalumu kwa Watendaji wa Vijiji, Mtaa na Kata	Watendaji wa Vijiji, Mtaa na Kata	650,000	20 Oct 2025	24 Oct 2025	MBEYA	0717481899
12.	Mafunzo Maalumu kwa Madiwani	Madiwani na Wenyevidi wa Halmashauri / Meta	650,000	27 Oct 2025	31 Oct 2025	MBEYA	0717481899
13.	Mafunzo Maalumu kwa Wasaidizi wa Ofisi	Wasaidizi wa ofisi katika taasisi za umma na walinzi Ofisi	650,000	06 Oct 2025	10 Oct 2025	MOROGORO	0742846997 0756666550
14.	Management of Mental Health and Emotional Intelligence	All public Service Employees	750,000	20 Oct 2025	24 Oct 2025	MOROGORO	0655639383 0756666550
15.	Human Resource Assessment & Preparation of Human Resources Planning (HRP)	HR Directors, HR Managers, HR & Administrative Officers, Head of Departments/ Units	850,000	27 Oct 2025	31 Oct 2025	MOROGORO	0693223676
16.	Pre-Retirement Planning	Public Employees who are expected to retire within 10 years to come	750,000	06 Oct 2025	10 Oct 2025	MOROGORO	0717481899
				27 Oct 2025	31 Oct 2025	SINGIDA	0753973850



S/N	Course Name	Target Group	Price / Person	Start Date	End Date	Venue	Contact Person
17.	Records and Information Management in Public Offices	Records Management Officers, Heads of Department/ Sections and HR Officers	750000	06 Oct 2025	10 Oct 2025	DAR ES SALAAM	0764760254 0756666550
				27 Oct 2025	31 Oct 2025	MBEYA	0715707203
18.	Stadi za Uandaaji wa Vikao, Uandishi wa Ripoti/ Kumbukumbu za Vikao, pamoja na Taratibu za Mawasiliano Serikalini	Watumishi wanaohusika na uandaaji wa vikao mbalimbali katika ofisi za serikali	650,000	27 Oct 2025	31 Oct 2025	MOROGORO	0765122482
19.	The Effective Use and Administration of E-office System	Administrative Officers, Office Management Secretary/Officer, IT Officers and Records officers,	650,000	06 Oct 2025	10 Oct 2025	TPSC-TANGA	0719502030
20.	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 Oct 2025	24 Oct 2025	ARUSHA	0756666550
21.	Training on Keyword Filing System	Records Staff, Office Management Secretaries/ Officers and HR Officers	650,000	27 Oct 2025	31 Oct 2025	TABORA	0764073177



NOVEMBER 2025

S/N	Course Name	Target Group	Price / Person	Start Date	End Date	Venue	Contact Person
1.	Basic Computer Hardware and Software Troubleshooting	ICT Specialists, IT Officers and System Administrators	650,000	03 Nov 2025	07 Nov 2025	TABORA	0789873750
2.	Best Practices in Managing Records and Information in Public Offices	Record Officers, Office Management Secretaries and other interested officers	650,000	10 Nov, 2025	14 Nov 2025	SINGIDA	0712887203
				24 Nov 2025	28 Nov 2025	DAR ES SALAAM	0623900043 0766739595
3.	Conflict Resolution and Management at Workplace	HR Directors & Managers, HR Officers, Administration Officers and Heads of Departments/ Sections	750,000	17 Nov 2025	21 Nov 2025	DAR ES SALAAM	0752741766
4.	Contemporary Office Management skills for Secretaries	Executive Assistants, Office Administrative Officers; Office Management Secretaries and Personal assistants	650,000	03 Nov 2025	07 Nov 2025	DAR ES SALAAM	0713966706 0766739595
				24 Nov 2025	28 Nov 2025	TABORA	0788668797
5.	Effective Managerial and Supervisory Skills	Records Officers, Office Management Secretaries, Administrative Assistants and Office Supervisor	650,000	03 Nov 2025	07 Nov 2025	DODOMA	071389026
				17 Nov 2025	21 Nov 2025	DAR ES SALAAM	0742846997 0756666550



S/N	Course Name	Target Group	Price / Person	Start Date	End Date	Venue	Contact Person
6.	Effective Report & Speech Writing Skills	Planning Officers, Policy Analysts, Heads of Departments, Monitoring and Evaluation Officers, Office, Report Writers, and Council Secretaries	850,000	10 Nov 2025	14 Nov 2025	MOROGORO	0765122482 0742927947
7.	Ethics and Code of Conduct for Public Service Officers	Records Officers, Personal Secretaries, Office Assistants, Administrative Officers, Drivers, and Receptionists	650,000	17 Nov 2025	21 Nov 2025	DODOMA	0757686199
8.	Ethics and Customer Care	Secretaries, Receptionists, Cashiers, Record Management Officers, Clerks, Administrators, Public Relations Officers and Other interested officers	650,000	10 Nov 2025	14 Nov 2025	DAR ES SALAAM	0754496014
				24 Nov 2025	28 Nov 2025	TABORA	0788668797
9.	Health and Stress Management Issues for Public Servants	Heads of Department, HRs and Administrative Officers	650,000	03 Nov 2025	07 Nov 2025	TPSC-TANGA	0712297895
10.	Induction Course	Newly employed public servants	650,000	10 Nov 2025	14 Nov 2025	GLS-DAR ES SALAAM	0655639383 0756666550
				24 Nov 2025	28 Nov 2025	MOROGORO	0717481899



NOVEMBER 2025 (Cont.)

S/N	Course Name	Target Group	Price / Person	Start Date	End Date	Venue	Contact Person
11.	Leadership and Behavioral Change Management	Directors, Principal & Senior Level Managers/ Officers, and Heads of Departments/ Sections	1,200,000	17 Nov 2025	21 Nov 2025	DAR ES SALAAM	0787280161 0766739595
12.	Leadership Enhancement and Skills Development	CEO's, Directors, Assistant Directors, Legal Officers and other Principal/ Senior Officers	1,200,000	24 Nov 2025	28 Nov 2025	DODOMA	0624808840
13.	Mafunzo Maalumu kwa Wasaidizi wa Ofisi	Wasaidizi wa ofisi katika taasisi za umma na walinzi	650,000	03 Nov 2025	07 Nov 2025	MTWARA	0747187680
14.	Mafunzo ya Kudhibiti Mzunguko wa Majalada, pamoja na Utunzaji Siri za Ofisi	Watunza Kumbukumbu na Nyaraka, Makatibu/ Maafisa Waendesha Ofisi Wasaidizi wa Ofisi, na Watumiaji wengine wa majalada	650,000	10 Nov 2025	14 Nov 2025	MOROGORO	0764760254 0756666550
15.	Pre-Retirement Planning	Public Employees who are expected to retire within 10 years to come	650,000	03 Nov 2025	07 Nov 2025	DAR ES SALAAM	0754496014
				17 Nov 2025	21 Nov 2025	TABORA	0717574525



S/N	Course Name	Target Group	Price / Person	Start Date	End Date	Venue	Contact Person
16.	Fundamentals of Protocol and Etiquettes in the Public Service	Records Officers, Personal Secretaries, Office assistants, Drivers, and Receptionists	650,000	24 Nov 2025	28 Nov 2025	DAR ES SALAAM	0756666550
17.	Public Speaking and Media Presentation Skills and Techniques	Public Relations Officers, Communication and Marketing Officers and Other interested officers	750,000	10 Nov 2025	14 Nov 2025	TABORA	0767143757
18.	Use of ICTs and Office Computer Applications	Executive Assistants, Office Assistants, Office Secretaries, Records Management Officers, other interested officers	1,300,000	10 Nov 2025	21 Nov 2025	SINGIDA	0769372479



DECEMBER 2025

S/N	Course Name	Target Group	Price / Person	Start Date	End Date	Venue	Contact Person
1.	Board Induction on Corporate Governance and Leadership	Board Chairperson, Board Directors, Legal Secretaries, Executive Secretaries, Chief Risk Officers, Risk Management Professionals, Internal Auditors, Compliance Professionals and Finance Professionals	1,500,000	01 Dec 2025	05 Dec 2025	DAR ES SALAAM	0756666550
2.	Career Development and Succession Planning	HR Directors and Managers, Directors and Managers, Head of Departments, Sections and Units	850,000	15 Dec 2025	19 Dec 2025	MBEYA	0784321301
3.	Contemporary Issues in Human Resource Management	HR Managers & Officers, Administrative Officers, Heads of Departments, and Division Officers	750,000	29 Dec 2025	02 Jan 2026	SINGIDA	0712887203
4.	Defensive Driving for Drivers and Transport Officers	Drivers, Transport Officers and Other interested officers	650,000	01 Dec 2025	05 Dec 2025	TPSC-TANGA	0688205484
				15 Dec 2025	19 Dec 2025	MTWARA	0713279288



S/N	Course Name	Target Group	Price / Person	Start Date	End Date	Venue	Contact Person
5.	Handling Discipline and Disciplinary Procedures in the Public Service	Heads of Departments/ Divisions/ Sections, Legal Officers, HR Officers and Administrative Officers	650,000	15 Dec 2025	19 Dec 2025	MBEYA	0715707203
6.	Effective Meeting Management, Minutes Taking and Reports Preparation Skills	Clerks of meetings, Secretaries of Committees, Personal Secretaries, Personal Assistants, and other officers who deal with Meeting issues	650,000	29 Dec 2025	02 Jan 2026	MOROGORO	0742846997 0756666550
7.	Electronic Records Management in Public Institutions	Records Officers, ICT Officers, Administrative Officers, Human Resource Officers, Data Entry Staff and Head of departments and Units	650,000	01 Dec 2025	05 Dec 2025	DAR ES SALAAM	065690824
				29 Dec 2025	02 Jan 2026	DAR ES SALAAM	0655639383 0756666550
8.	Ethics and Customer Care	Secretaries, Receptionists, Cashiers, Record Management Officers, Clerks, Administrators, Public Relations Officers and Other interested officers	650,000	15 Dec 2025	19 Dec 2025	TPSC-TANGA	0752829267
				29 Dec 2025	02 Jan 2026	MOROGORO	0742927947

**DECEMBER 2025 (Cont.)**

S/N	Course Name	Target Group	Price / Person	Start Date	End Date	Venue	Contact Person
9.	Executive and Administrative Assistant Skills Development	Office Management Secretaries, Administrative Assistants, Personal Secretaries and Office Supervisors	850,000	01 Dec 2025	05 Dec 2025	TABORA	0622353896
				29 Dec 2025	02 Jan 2026	TPSC-TANGA	0628248284
10.	Human Resource Management for non-HR Managers	Supervisors, Heads of Departments and Administrative Officers	850,000	01 Dec 2025	05 Dec 2025	TPSC-TANGA	0688205484
11.	Human Resource Planning and Employee Engagement	HR Directors, Managers and Officers, Administrative Officers	850,000	15 Dec 2025	19 Dec 2025	ARUSHA	0715932289
12.	Induction Course	Newly employed public servants	650,000	01 Dec 2025	05 Dec 2025	DODOMA	0769372479
				29 Dec 2025	02 Jan 2026	DAR ES SALAAM	0754496014 0714950432
13.	Mafunzo Maalumu kwa Madiwani	Madiwani na Wenyeviti wa Halmashauri / Meta	650,000	01 Dec 2025	05 Dec 2025		0621637832
14.	Management of Library and Customized Services	Librarians	650,000	15 Dec 2025	19 Dec 2025	MTWARA	0754215858



S/N	Course Name	Target Group	Price / Person	Start Date	End Date	Venue	Contact Person
15.	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	750,000	29 Dec 2025	02 Jan 2026	TPSC-TANGA	0688749198
16.	Personnel Emoluments (PE) Budget	HR Officers, Planning Officers and Heads of Sections/Units/ Departments	750,000	01 Dec 2025	05 Dec 2025	TPSC-TANGA	0714806908
17.	Pre-Retirement Planning	Public Employees who are expected to retire within 10 years to come	750,000	15 Dec 2025	19 Dec 2025	TPSC-TANGA	0785700685
				29 Dec 2025	02 Jan 2026	MOROGORO	0757686199
18.	Stadi za Uandaaji wa Vikao, Uandishi wa Ripoti/ Kumbukumbu za Vikao, pamoja na Taratibu za Mawasiliano Serikalini	Watumishi wanaohusika na uandaaji wa vikao mbalimbali katika ofisi za serikali	650,000	29 Dec 2025	02 Jan 2026	DODOMA	0712484004



DECEMBER 2025 (Cont.)

S/N	Course Name	Target Group	Price / Person	Start Date	End Date	Venue	Contact Person
19.	Theoretical and Practical Training on Records Management Practice	Records Officers, Records Management Assistants and Personal Secretaries	650,000	01 Dec 2025	05 Dec 2025	MTWARA	068699266
20.	Utunzaji wa Kumbukumbu/ Nyaraka na Udhhibiti wa Siri Katika Taasisi za Serikali	Maafisa Waendesha Ofisi, Watunza kumbukumbu, Wasaidizi wa Ofisi Madereva na Wapokezi	650,000	15 Dec 2025	19 Dec 2025	DODOMA	0764073177



JANUARY 2026

S/N	Course Name	Target Group	Price / Person	Start Date	End Date	Venue	Contact Person
1.	Best Practices in Managing Records and Information in Public Offices	Record Officers, Office Management Secretaries and other interested officers	650,000	05 Jan 2026	09 Jan 2026	TABORA	0624808840
				19 Jan 2026	23 Jan 2026	TPSC-TANGA	0746731101
2.	Conflict Resolution and Management at Workplace	HR Directors & Managers, HR Officers, Administration Officers and Heads of Departments/ Sections	750,000	19 Jan 2026	23 Jan 2026	TABORA	0764273821
3.	Contemporary Office Management skills for Secretaries	Executive Assistants, Office Administrative Officers Office Management Secretaries and Personal assistants	650,000	05 Jan 2026	09 Jan 2026	TPSC-TANGA	0718661783
				26 Jan 2026	30 Jan 2026	MTWARA	0713890256 0755103241
4.	Effective Managerial and Supervisory Skills	Records Officers, Office Management Secretaries, Administrative Assistants and Office Supervisor	650,000	05 Jan 2026	09 Jan 2026	MBEYA	0753060527
				19 Jan 2026	23 Jan 2026	SINGIDA	0745221050

**JANUARY 2026 (Cont.)**

S/N	Course Name	Target Group	Price / Person	Start Date	End Date	Venue	Contact Person
5.	Effective Report & Speech Writing Skills	Planning Officers, Policy Analysts, Heads of Departments, Monitoring and Evaluation Officers, Office Report Writers, and Council Secretaries	850,000	19 Jan 2026	23 Jan 2026	MOROGORO	0764760254 0756666550
6.	Ethics and Code of Conduct for Public Service Officers	Records Officers, Personal Secretaries, Office Assistants, Administrative Officers, Drivers, and Receptionists	650,000	26 Jan 2026	30 Jan 2026	MBEYA	0753060527
7.	Ethics and Customer Care	Secretaries, Receptionists, Cashiers, Record Management Officers, Clerks, Administrators, Public Relations Officers and Other interested officers	650,000	05 Jan 2026	09 Jan 2026	MOROGORO	0756666550
				26 Jan 2026	30 Jan 2026	DODOMA	0712484004
8.	Financial Management for Non-Finance Manager	HR and Administrative Officers All Non - Financial Managers	850,000	19 Jan 2026	23 Jan 2026	DAR ES SALAAM	0742846997 0756666550
9.	Induction Course	Newly employed public servants	650,000	05 Jan 2026	09 Jan 2026	DODOMA	0753098999
				26 Jan 2026	30 Jan 2026	TPSC-TANGA	0713402971



S/N	Course Name	Target Group	Price / Person	Start Date	End Date	Venue	Contact Person
10.	Leadership Enhancement and Skills Development	CEO's, Directors, Assistant Directors, Legal Officers and other Principal/ Senior Officers	1,200,000	05 Jan 2026	09 Jan 2026	GLS-DAR ES SALAAM	0655639383 0756666550
11.	Mafunzo Maalumu kwa Watendaji wa Vijiji, Mtaa na Kata	Watendaji wa Vijiji, Mtaa na Kata	650,000	19 Jan 2026	23 Jan 2026	TABORA	0753098999
12.	Mafunzo Maalumu kwa Wasaidizi wa Ofisi	Wasaidizi wa ofisi katika taasisi za umma na walinzi	650,000	26 Jan 2026	30 Jan 2026	SINGIDA	0764150179
13.	Management of Mental Health and Emotional Intelligence	All public Service Employees	750,000	05 Jan 2026	09 Jan 2026	TPSC-TANGA	0785700685
14.	Human Resource Assessment & Preparation of Human Resources Planning (HRP)	HR Directors, HR Managers, HR & Administrative Officers, Head of Departments/ Units	850,000	19 Jan 2026	23 Jan 2026	MOROGORO	0764760254 0756666550
15.	Pre-Retirement Planning	Public Employees who are expected to retire within 10 years to come	650,000	05 Jan 2026	09 Jan 2026	DAR ES SALAAM	0756666550
				19 Jan 2026	23 Jan 2026	MBEYA	0784321301
16.	Records and Information Management in Public Offices	Records Management Officers, Heads of Department/ Sections and HR Officers	750000	05 Jan 2026	09 Jan 2026	SINGIDA	0712887203
				26 Jan 2026	30 Jan 2026	DAR ES SALAAM	0717172264 0766739595



JANUARY 2026 (Cont.)

S/N	Course Name	Target Group	Price / Person	Start Date	End Date	Venue	Contact Person
17.	The Effective Use and Administration of E-office System	Administrative Officers, Office Management Secretary/ Officer, IT Officers and Records officers,	650,000	19 Jan 2026	23 Jan 2026	MOROGORO	0656590824 0656485548
18.	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	26 Jan 2026	30 Jan 2026	MBEYA	0784321301
19.	Training on Keyword Filing System	Records Staff, Office Management Secretaries/ Officers and HR Officers	650,000	19 Jan 2026	23 Jan 2026	TPSC-TNGA	067737338



FEBRUARY 2026

S/N	Course Name	Target Group	Price / Person	Start Date	End Date	Venue	Contact Person
1.	Basic Computer Hardware and Software Troubleshooting	ICT Specialists, IT Officers and System Administrators,	650,000	02 Feb 2026	06 Feb 2026	GLS-DAR ES SALAAM	0742846997 0756666550
2.	Board Induction on Corporate Governance and Leadership	Board Chairperson, Board Directors, Legal Secretaries, Executive Secretaries, Chief Risk Officers, Risk Management Professionals, Internal Auditors, Compliance Professionals and Finance Professionals	1,500,000	09 Feb 2026	13 Feb 2026	GLS-DAR ES SALAAM	0655639383 0756666550
3.	Contemporary Issues in Human Resource Management	HR Managers & Officers, Administrative Officers, Heads of Departments, and Division Officers	750,000	16 Feb 2026	20 Feb 2026	DAR ES SALAAM	0713966706
4.	Defensive Driving for Drivers and Transport Officers	Drivers, Transport Officers and Other interested officers	650,000	09 Feb 2026	13 Feb 2026	MOROGORO	0764760254 0756666550
				23 Feb 2026	27 Feb 2026	MBEYA	0715707203



FEBRUARY 2026 (Cont.)

S/N	Course Name	Target Group	Price / Person	Start Date	End Date	Venue	Contact Person
5.	Handling Discipline and Disciplinary Procedures in the Public Service	Heads of Departments/ Divisions/ Sections, Legal Officers, HR Officers and Administrative Officers	650,000	02 Feb 2026	06 Feb 2026	MOROGORO	0693223676
6.	Effective Meeting Management, Minutes Taking and Reports Preparation Skills	Clerks of meetings, Secretaries of Committees, Personal Secretaries, Personal Assistants, and other officers who deal with Meeting issues	650,000	09 Feb 2026	13 Feb 2026	MBEYA	0784321301
				23 Feb 2026	27 Feb 2026	SINGIDA	0769372479
7.	Electronic Records Management in Public Institutions	Records Officers, ICT Officers, Administrative Officers, Human Resource Officers, Data Entry Staff and Head of departments and Units	650,000	02 Feb 2026	06 Feb 2026	GLS-DAR ES SALAAM	0756666550
				16 Feb 2026	20 Feb 2026	MBEYA	0753060527
8.	Ethics and Customer Care	Secretaries, Receptionists, Cashiers, Record Management Officers, Clerks, Administrators, Public Relations Officers and Other interested officers	650,000	02 Feb 2026	06 Feb 2026	SINGIDA	0754552780
				16 Feb 2026	20 Feb 2026	DAR ES SALAAM	0623900043 0766739595



S/N	Course Name	Target Group	Price / Person	Start Date	End Date	Venue	Contact Person
9.	Executive and Administrative Assistant Skills Development	Office Management Secretaries, Administrative Assistants, Personal Secretaries and Office Supervisors	850,000	02 Feb 2026	06 Feb 2026	MOROGORO	0656975019
				16 Feb 2026	20 Feb 2026	MOROGORO	0742846997 0756666550
10.	Health and Stress Management Issues for Public Servants	Heads of Department, HRs and Administrative Officers	650,000	09 Feb 2026	13 Feb 2026	DODOMA	0713890256 0742927947
11.	Induction Course	Newly employed public servants	650,000	02 Feb 2026	06 Feb 2026	MOROGORO	0757686199 0742927947
				16 Feb 2026	20 Feb 2026	MOROGORO	0655639383 0756666550
12.	Leadership and Behavioral Change Management	Directors, Principal & Senior Level Managers/ Officers, and Heads of Departments/ Sections	1,200,000	23 Feb 2026	27 Feb 2026	GLS-DAR ES SALAAM	0764760254 0756666550
13.	Mafunzo ya Kudhibiti Mzunguko wa Majalada, pamoja na Utunzaji Siri za Ofisi	Watunza Kumbukumbu na Nyaraka, Makatibu/ Maafisa Waendesha Ofisi Wasaidizi wa Ofisi, na Watumiaji wengine wa majalada	650,000	02 Feb 2026	06 Feb 2026	MBEYA	0712484004



FEBRUARY 2026 (Cont.)

S/N	Course Name	Target Group	Price / Person	Start Date	End Date	Venue	Contact Person
14.	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	750,000	09 Feb 2026	13 Feb 2026	DODOMA	0757686199 0768811877
15.	Pre-Retirement Planning	Public Employees who are expected to retire within 10 years to come	650,000	02 Feb 2026	06 Feb 2026	SINGIDA	0752878119
				16 Feb 2026	20 Feb 2026	DAR ES SALAAM	0754496014
16.	Fundamentals of Protocol and Etiquettes in the Public Service	Records Officers, Personal Secretaries, Office assistants, Drivers, and Receptionists	650,000	23 Feb 2026	27 Feb 2026	SINGIDA	0712887203
17.	Public Speaking and Media Presentation Skills and Techniques	Public Relations Officers, Communication and Marketing Officers and Other interested officers	750,000	02 Feb 2026	06 Feb 2026	MOROGORO	0742927947 0712996425



S/N	Course Name	Target Group	Price / Person	Start Date	End Date	Venue	Contact Person
18.	Stadi za Uandaaji wa Vikao, Uandishi wa Ripoti/ Kumbukumbu za Vikao, pamoja na Taratibu za Mawasiliano Serikalini	Watumishi wanaohusika na uandaaji wa vikao mbalimbali katika ofisi za serikali	650,000	09 Feb 2026	13 Feb 2026	SINGIDA	0754552780
19.	Use of ICTs and Office Computer Applications	Executive Assistants, Office Assistants, Office Secretaries, Records Management Officers, other interested officers	1,300,000	16 Feb 2026	27 Feb 2026	TABORA	0764273821



MARCH 2026

S/N	Course Name	Target Group	Price / Person	Start Date	End Date	Venue	Contact Person
1.	Best Practices in Managing Records and Information in Public Offices	Record Officers, Office Management Secretaries and other interested officers	650,000	02 Mar 2026	06 Mar 2026	DAR ES SALAAM	0718206710
				23 Mar 2026	27 Mar 2026	DAR ES SALAAM	0756666550
2.	Career Development and Succession Planning	HR Directors and Managers, Directors and Managers, Head of Departments, Sections and Units	850,000	09 Mar 2026	13 Mar 2026	TPSC-TANGA	0658303739
3.	Conflict Resolution and Management at Workplace	HR Directors & Managers, HR Officers, Administration Officers and Heads of Departments/ Sections	750,000	23 Mar 2026	27 Mar 2026	TPSC-TANGA	0679849962
4.	Contemporary Office Management skills for Secretaries	Executive Assistants, Office Administrative Officers, Office Management Secretaries and Personal assistants	650,000	09 Mar 2026	13 Mar 2026	MOROGORO	0742846997 0756666550
				30 Mar 2026	03 Apr 2026	MBEYA	0784321301
5.	Effective Managerial and Supervisory Skills	Records Officers, Office Management Secretaries, Administrative Assistants and Office Supervisor	650,000	02 Mar 2026	06 Mar 2026	DAR ES SALAAM	0762585192 0766739595
				23 Mar 2026	27 Mar 2026	TABORA/ DODOMA	0622353896



S/N	Course Name	Target Group	Price / Person	Start Date	End Date	Venue	Contact Person
6.	Effective Report & Speech Writing Skills	Planning Officers, Policy Analysts, Heads of Departments, Monitoring and Evaluation Officers, Office Report Writers, and Council Secretaries	850,000	09 Mar 2026	13 Mar 2026	MBEYA	0715707203
7.	Ethics and Code of Conduct for Public Service Officers	Records Officers, Personal Secretaries, Office Assistants, Administrative Officers, Drivers, and Receptionists	650,000	23 Mar 2026	27 Mar 2026	DAR ES SALAAM	0715890104 0714950432
8.	Ethics and Customer Care'	Secretaries, Receptionists, Cashiers, Record Management Officers, Clerks, Administrators, Public Relations Officers and Other interested officers	650,000	09 Mar 2026	13 Mar 2026	TABORA	0764775034
				30 Mar 2026	03 Apr 2026	TPSC-TANGA	067737338
9.	Human Resource Management for non-HR Managers	Supervisors, Heads of Departments and Administrative Officers	850,000	02 Mar 2026	06 Mar 2026	MBEYA	0784321301
10.	Human Resource Planning and Employee Engagement	HR Directors, Managers and Officers, Administrative Officers	850,000	09 Mar 2026	13 Mar 2026	TPSC-TANGA	0719502030

**MARCH 2026 (Cont.)**

S/N	Course Name	Target Group	Price / Person	Start Date	End Date	Venue	Contact Person
11.	Induction Course	Newly employed public servants	650,000	02 Mar 2026	06 Mar 2026	MBEYA	0768494651
				23 Mar 2026	27 Mar 2026	DODOMA	0764150179
12.	Mafunzo Maalumu kwa Madiwani	Madiwani na Wenyevidi wa Halmashauri / Meta	650,000	30 Mar 2026	03 Apr 2026	TABORA	0753098999
13.	Mafunzo Maalumu kwa Wasaidizi wa Ofisi	Wasaidizi wa ofisi katika taasisi za umma na walinzi	650,000	02 Mar 2026	06 Mar 2026	DAR ES SALAAM	0754496014
14.	Management of Library and Customized Services	Librarians	650,000	09 Mar 2026	13 Mar 2026	MBEYA	0764711784
15.	Personnel Emoluments (PE) Budget	HR Officers, Planning Officers and Heads of Sections/Units/ Departments	750,000	23 Mar 2026	27 Mar 2026	MOROGORO	0693223676
16.	Pre-Retirement Planning	Public Employees who are expected to retire within 10 years to come	650,000	09 Mar 2026	13 Mar 2026	TABORA	0717574525
				30 Mar 2026	03 Apr 2026	TPSC-TANGA	0759832869
17.	Theoretical and Practical Training on Records Management Practice	Records Officers, Records Management Assistants and Personal Secretaries	650,000	02 Mar 2026	06 Mar 2026	MBEYA	0717481899
18.	Utunzaji wa Kumbukumbu/ Nyaraka na Udhiditi wa Siri Katika Taasisi za Serikali	Maafisa Waendesha Ofisi, Watunza kumbukumbu, Wasaidizi wa Ofisi Madereva na Wapokezi	650,000	09 Mar 2026	13 Mar 2026	TPSC-TANGA	0762887798



APRIL 2026

S/N	Course Name	Target Group	Price / Person	Start Date	End Date	Venue	Contact Person
1.	Board Induction on Corporate Governance and Leadership	Board Chairperson, Board Directors, Legal Secretaries, Executive Secretaries, Chief Risk Officers, Risk Management Professionals, Internal Auditors, Compliance Professionals and Finance Professionals	1,500,000	13 Apr 2026	17 Apr 2026	DAR ES SALAAM	0623900043
2.	Contemporary Issues in Human Resource Management	HR Managers & Officers, Administrative Officers, Heads of Departments, and Division Officers	750,000	20 Apr 2026	24 Apr 2026	TABORA	0753098999
3.	Defensive Driving for Drivers and Transport Officers	Drivers, Transport Officers and Other interested officers	650,000	13 Apr 2026	17 Apr 2026	SINGIDA	0769372479
				27 Apr 2026	01 May 2026	DODOMA	0693223676 0714950432
4.	Handling Discipline and Disciplinary Procedures in the Public Service	Heads of Departments/ Divisions/ Sections, Legal Officers, HR Officers and Administrative Officers	650,000	13 Apr 2026	17 Apr 2026	MOROGORO	0715932289



S/N	Course Name	Target Group	Price / Person	Start Date	End Date	Venue	Contact Person
5.	Effective Meeting Management, Minutes Taking and Reports Preparation Skills	Clerks of meetings, Secretaries of Committees, Personal Secretaries, Personal Assistants, and other officers who deal with Meeting issues	650,000	13 Apr 2026	17 Apr 2026	SINGIDA	0764150179
				27 Apr 2026	01 May 2026	TABORA	0788668797
6.	Electronic Records Management in Public Institutions	Records Officers, ICT Officers, Administrative Officers, Human Resource Officers, Data Entry Staff and Head of departments and Units	650,000	13 Apr 2026	17 Apr 2026	SINGIDA	0745221050
				27 Apr 2026	01 May 2026	DAR ES SALAAM	0679031848 0766739595
7.	Ethics and Customer Care	Secretaries, Receptionists, Cashiers, Record Management Officers, Clerks, Administrators, Public Relations Officers and Other interested officers	650,000	13 Apr 2026	17 Apr 2026	MOROGORO	0765122482 0742927947
				27 Apr 2026	01 May 2026	MOROGORO	0655639383 0756666550
8.	Executive and Administrative Assistant Skills Development	Office Management Secretaries, Administrative Assistants, Personal Secretaries and Office Supervisors	850,000	13 Apr 2026	17 Apr 2026	MBEYA	0784321301
				27 Apr 2026	01 May 2026	SINGIDA	0622493807



S/N	Course Name	Target Group	Price / Person	Start Date	End Date	Venue	Contact Person
9.	Financial Management for Non-Finance Manager	HR and Administrative Officers All Non-Financial Managers	850,000	20 Apr 2026	24 Apr 2026	DAR ES SALAAM	0752558644
10.	Induction Course	Newly employed public servants	650,000	13 Apr 2026	17 Apr 2026	DAR ES SALAAM	0757493230
				27 Apr 2026	01 May 2026	DODOMA	0764775034
11.	Leadership Enhancement and Skills Development	Directors, Assistant Directors, Legal Officers and other Principal/Senior Officers	1,300,000	20 Apr 2026	24 Apr 2026	SINGIDA	0753205141
12.	Mafunzo Maalumu kwa Watendaji wa Vijiji, Mtaa na Kata	Watendaji wa Vijiji, Mtaa na Kata	650,000	27 Apr 2026	01 May 2026	TPSC-TANGA	0713629626
13.	Management of Mental Health and Emotional Intelligence	All public Service Employees	750,000	13 Apr 2026	17 Apr 2026	DODOMA	0713890256 0742927947
14.	Human Resource Assessment & Preparation of Human Resources Planning (HRP)	HR Directors, HR Managers, HR & Administrative Officers, Head of Departments/ Units	850,000	20 Apr 2026	24 Apr 2026	TABORA	0715932289
15.	Pre-Retirement Planning	Public Employees who are expected to retire within 10 years to come	750,000	13 Apr 2026	17 Apr 2026	DODOMA	0765122482
				27 Apr 2026	01 May 2026	MOROGORO	0764760254 0756666550



S/N	Course Name	Target Group	Price / Person	Start Date	End Date	Venue	Contact Person
16.	Records and Information Management in Public Offices	Records Management Officers, Heads of Department/ Sections and HR Officers	750000	13 Apr 2026	17 Apr 2026	TABORA	0764073177
				27 Apr 2026	01 May 2026	TPSC - TANGA	0628248284
17.	Stadi za Uandaaji wa Vikao, Uandishi wa Ripoti/ Kumbukumbu za Vikao, pamoja na Taratibu za Mawasiliano Serikalini	Watumishi wanaohusika na uandaaji wa vikao mbalimbali katika ofisi za serikali	650,000	20 Apr 2026	24 Apr 2026	TABORA	0767143757
18.	The Effective Use and Administration of E-office System	Administrative Officers, Office Management Secretary/ Officer, IT Officers and Records officers,	650,000	27 Apr 2026	01 May 2026	DAR ES SALAAM	0756666550
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	13 Apr 2026	17 Apr 2026	SINGIDA	0767764987



MAY 2026

S/N	Course Name	Target Group	Price / Person	Start Date	End Date	Venue	Contact Person
1.	Basic Computer Hardware and Software Troubleshooting	ICT Specialists, IT Officers and System Administrators	650,000	04 May 2026	08 May 2026	TPSC-TANGA	0688390088
2.	Best Practices in Managing Records and Information in Public Offices	Record Officers, Office Management Secretaries and other interested officers	650,000	04 May 2026	08 May 2026	TANGA	0717481899
				18 May 2026	22 May 2026	SINGIDA	0712887203
3.	Conflict Resolution and Management at Workplace	HR Directors & Managers, HR Officers, Administration Officers and Heads of Departments/ Sections	750,000	18 May 2026	22 May 2026	MOROGORO	0768811877 0768158027
4.	Contemporary Office Management skills for Secretaries	Executive Assistants, Office Administrative Officers, Office Management Secretaries and Personal assistants	650,000	04 May 2026	08 May 2026	SINGIDA	0754552780
				18 May 2026	22 May 2026	DAR ES SALAAM	0713966706 0766739595
5.	Effective Managerial and Supervisory Skills	Records Officers, Office Management Secretaries, Administrative Assistants and Office Supervisor	650,000	11 May 2026	15 May 2026	TPSC-TANGA	0746731101
						MTWARA	0713890256

**MAY 2026 (Cont.)**

S/N	Course Name	Target Group	Price / Person	Start Date	End Date	Venue	Contact Person
6.	Effective Report & Speech Writing Skills	Planning Officers, Policy Analysts, Heads of Departments, Monitoring and Evaluation Officers, Office Report Writers, and Council Secretaries	850,000	18 May 2026	22 May 2026	SINGIDA	0764150179
7.	Ethics and Code of Conduct for Public Service Officers	Records Officers, Personal Secretaries, Office Assistants, Administrative Officers, Drivers, and Receptionists	650,000	04 May 2026	08 May 2026	TABORA	0624808840
8.	Ethics and Customer Care	Secretaries, Receptionists, Cashiers, Record Management Officers, Clerks, Administrators, Public Relations Officers and Other interested officers	650,000	04 May 2026	08 May 2026	TANGA	0712484004
				18 May 2026	22 May 2026	SINGIDA	0753205141
9.	Health and Stress Management Issues for Public Servants	Heads of Department, HRs and Administrative Officers	650,000	18 May 2026	22 May 2026	MOROGORO	0742846997 0756666550
10.	Induction Course	Newly employed public servants	650,000	04 May 2026	08 May 2026	TPSC-TANGA	0712297895
				18 May 2026	22 May 2026	MOROGORO	0765122482

S/N	Course Name	Target Group	Price / Person	Start Date	End Date	Venue	Contact Person
11.	Leadership and Behavioral Change Management	Directors, Principal & Senior Level Managers/ Officers, and Heads of Departments/ Sections	1,200,000	11 May 2026	15 May 2026	ARUSHA	0753098999
12.	Mafunzo Maalumu kwa Wasaidizi wa Ofisi	Wasaidizi wa ofisi katika taasisi za umma na walinzi	650,000	18 May 2026	22 May 2026	TABORA	0715932289
13.	Mafunzo ya Kudhibiti Mzunguko wa Majalada, pamoja na Utunzaji Siri za Ofisi	Watunza Kumbukumbu na Nyaraka, Makatibu/ Maafisa Waendesha Ofisi Wasaidizi wa Ofisi, na Watumiaji wengine wa majalada	650,000	04 May 2026	08 May 2026	SINGIDA	0769372479
14.	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	750,000	11 May 2026	15 May 2026	MBEYA	0715707203

**MAY 2026 (Cont.)**

S/N	Course Name	Target Group	Price / Person	Start Date	End Date	Venue	Contact Person
15.	Pre-Retirement Planning	Public Employees who are expected to retire within 10 years to come	650,000	04 May 2026	08 May 2026	MBEYA	0784321301
				18 May 2026	22 May 2026	SINGIDA	0754552780
16.	Fundamentals of Protocol and Etiquettes in the Public Service	Records Officers, Personal Secretaries, Office assistants, Drivers, and Receptionists	650,000	04 May 2026	08 May 2026	DAR ES SALAAM	0785217521 0714950432
17.	Public Speaking and Media Presentation Skills and Techniques	Public Relations Officers, Communication and Marketing Officers and Other interested officers	750,000	11 May 2026	15 May 2026	MOROGORO	0654342428
18.	Theoretical and Practical Training on Records Management Practice	Records Officers, Records Management Assistants and Personal Secretaries	650,000	18 May 2026	22 May 2026	TABORA	0627782639
19.	Training on Keyword Filing System	Records Staffs, Office Management Secretaries/ Officers and HR Officers	650,000	04 May 2026	08 May 2026	MTWARA	0656590824 0764086407
20.	Use of ICTs and Office Computer Applications	Executive Assistants, Office Assistants, Office Secretaries, Records Management Officers, other interested officers	1,300,000	11 May 2026	22 May 2026	MTWARA	0712129977



JUNE 2026

S/N	Course Name	Target Group	Price / Person	Start Date	End Date	Venue	Contact Person
1.	Board Induction on Corporate Governance and Leadership	Board Chairperson, Board Directors, Legal Secretaries, Executive Secretaries, Chief Risk Officers, Risk Management Professionals, Internal Auditors, Compliance Professionals and Finance Professionals	1,500,000	01 Jun 2026	05 Jun 2026	GLS-DAR ES SALAAM	0756666550
2.	Career Development and Succession Planning	HR Directors and Managers, Directors and Managers, Head of Departments, Sections and Units	850,000	08 Jun 2026	12 Jun 2026	DODOMA	0757686199
3.	Contemporary Issues in Human Resource Management	HR Managers & Officers, Administrative Officers, Heads of Departments, and Division Officers	750,000	15 Jun 2026	19 Jun 2026	TPSC-TANGA	0658303739
4.	Defensive Driving for Drivers and Transport Officers	Drivers, Transport Officers and Other interested officers	650,000	08 Jun 2026	12 Jun 2026	TABORA	0627782639
				22 Jun 2026	26 June 2026	TPSC-TANGA	0713629626

**JUNE 2026 (Cont.)**

S/N	Course Name	Target Group	Price / Person	Start Date	End Date	Venue	Contact Person
5.	Effective Meeting Management, Minutes Taking and Reports Preparation Skills	Clerks of meetings, Secretaries of Committees, Personal Secretaries, Personal Assistants, and other officers who deal with Meeting issues	650,000	29 Jun 2026	03 Jul 2026	DAR ES SALAAM	0717665610
6.	Ethics and Customer Care	Secretaries, Receptionists, Cashiers, Record Management Officers, Clerks, Administrators, Public Relations Officers and Other interested officers	650,000	01 Jun 2026	05 Jun 2026	DAR ES SALAAM	0754496014
				15 Jun 2026	19 Jun 2026	TABORA	0715932289
7.	Executive and Administrative Assistant Skills Development	Office Management Secretaries, Administrative Assistants, Personal Secretaries and Office Supervisors	850,000	08 Jun 2026	12 Jun 2026	DAR ES SALAAM	0765030538
				29 Jun 2026	03 Jul 2026	TABORA	0715932289
8.	Human Resource Management for non-HR Managers	Supervisors, Heads of Departments and Administrative Officers	850,000	15 Jun 2026	19 Jun 2026	SINGIDA	0767764987
9.	Human Resource Planning and Employee Engagement	HR Directors, Managers and Officers, Administrative Officers	850,000	22 Jun 2026	26 June 2026	MOROGORO	0626181717



S/N	Course Name	Target Group	Price / Person	Start Date	End Date	Venue	Contact Person
10.	Induction Course	Newly employed public servants	650,000	08 Jun 2026	12 Jun 2026	MOROGORO	0764760254 0756666550
				29 Jun 2026	03 Jul 2026	DODOMA	0715707203
11.	Mafunzo Maalumu kwa Madiwani	Madiwani na Wenyevitwa wa Halmashauri / Meta	650,000	01 Jun 2026	05 Jun 2026	TPSC-TANGA	0688205484
12.	Management of Library and Customized Services	Librarians	650,000	08 Jun 2026	12 Jun 2026	DAR ES SALAAM	0767848184
13.	Personnel Emoluments (PE) Budget	HR Officers, Planning Officers and Heads of Sections/Units/ Departments	750,000	15 Jun 2026	19 Jun 2026	SINGIDA	0622493807
14.	Pre-Retirement Planning	Public Employees who are expected to retire within 10 years to come	650,000	01 Jun 2026	05 Jun 2026	DAR ES SALAAM	0754496014
				15 Jun 2026	19 Jun 2026	TABORA	0764775034
15.	Public Speaking and Media Presentation Skills and Techniques	Public Relations Officers, Communication and Marketing Officers and Other interested officers	750,000	29 Jun 2026	03 Jul 2026	MBEYA	0784321301
16.	Records and Information Management in Public Offices	Records Management Officers, Heads of Department/ Sections and HR Officers	750000	08 Jun 2026	12 Jun 2026	MOROGORO	0764086407
				29 Jun 2026	03 Jul 2026	DAR ES SALAAM	0742846997 0756666550



S/N	Course Name	Target Group	Price / Person	Start Date	End Date	Venue	Contact Person
17.	Stadi za Uandaaji wa Vikao, Uandishi wa Ripoti/ Kumbukumbu za Vikao, pamoja na Taratibu za Mawasiliano Serikalini	Watumishi wanaohusika na uandaaji wa vikao mbalimbali katika ofisi za serikali	650,000	08 Jun 2026	12 Jun 2026	DODOMA	0765122482
18.	The Effective Use and Administration of E-office System	Administrative Officers, Office Management Secretary/ Officer, IT Officers and Records officers	650,000	15 Jun 2026	19 Jun 2026	MBEYA	0753060527
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	22 Jun 2026	26 June 2026	DAR ES SALAAM	0693223676 0714950432
20.	Utunzaji wa Kumbukumbu/ Nyaraka na Udhibiti wa Siri Katika Taasisi za Serikali	Maafisa Waendesha Ofisi, Watunza kumbukumbu, Wasaidizi wa Ofisi Madereva na Wapokezi	650,000	29 Jun 2026	03 Jul 2026	MOROGORO	0686699266 0718206710

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
Fax: 2552123702
Email: info@tpscglc.go.tz
Website: www.tpscglc.ac.tz



TPSC OFFICIAL CONTACTS

Campus	Contact Information	Mobile Numbers
HEAD QUARTERS	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		

For further details contact:

Rector and Chief Executive Officer,
Tanzania Public Service College
Website: www.tpsc.go.tz
Email: info@tpsc.go.tz

ONLINE PUBLIC SERVICE EXAMINATIONS REVIEW CLASSES

The Tanzania Public Service College (TPSC) is notifying all Public Service Examination (PSE) candidates that **ONLINE REVIEW CLASSES** for the PSE are conducted at Tanzania Public Service College.

Examinations (PSE) are held physically at the TPSC campuses in Dar es Salaam, Tabora, Mtwara, Singida, Tanga, and Mbeya, as well as at the Dodoma Centre.

List of the Examinations Review Classes to be conducted online:

- ⇒ Proficiency Examinations for Human Resource Officers (PHR)
- ⇒ Management Development for Executive Assistant (MDEA I)
- ⇒ Management Development for Executive Assistant (MDEA II)

Fees for those attending PSEs for the first time are as tabulated below:

S/N	Description	Amount (TZS)
i.	Online Reviews,	250,000
ii.	Registration and Examination fee (TPSC Campuses)	120,000
iii.	Registration and Examination fee (Dodoma Centre)	150,000

Fees for re-sit (supplementary) papers are as follows:

S/N	Description	Participants Attending Reviews (TZS)
i.	Online Review fee	100,000 @ Paper
ii.	Registration and Examination fee (TPSC Campuses)	70,000
iii.	Registration and Examination fee (Dodoma Centre)	100,000

✓ **Inquiries to be addressed to: 0716708041/0713006202**

Link for Registration: <https://shorturl.at/5LBp3>



Celebrating 25 Years in Public Service Training