	EXCELLENCE MANAGEMENT INTERNATIONAL					
Code	**A: General Management**	**DATES**	**VENUE**	**FEE**	**ONLINE FEE**	
G 101	Strategic Management Of Training & Development Function	02/01/2018 – 03/01/2018	Dar	US$ 500/-	US$ 50	
G 102	Effective Centralization & Decentralization Approaches	08/01/2018 – 10/09/2018	Kilimanjaro	US$ 750/-	US$ 50	
G 103	Core Management Principles & Functions	04/01/2018	Dar	US$ 300/-	US$ 50	
G 104	Cost Consciousness Human Resource Management	15/01/2018 – 17/01/2018	Arusha	US$ 750/-	US$ 50	
G 105	Design And Administration Of Compensation Plans	22/01/2018 – 25/01/2018	Bagamoyo	US$ 1000/-	US$ 100	
G 106	Labour Relations And Conflict Management	29/01/2018 – 31/01/2018	Mwanza	US$ 750/-	US$ 50	
G 107	Trade Unions And Industrial Relations Skills	01/02/2018 – 02/02/2018	Arusha	US$ 550/-	US$ 50	
G 108	Leadership For Women Managers	05/02/2018 – 08/02/2018	Arusha	US$ 1000/-	US$ 50	
G 109	Privatization & Commercialization Management	07/02/2018 – 09/02/2018	Dar	US$ 500/-	US$ 50	
G 110	Advanced Program Analysis & Management	02/01/2018 – 05/01/2018	Kilimanjaro	US$ 1000/-	US$ 200	
	B: ORGANIZATION MANAGEMENT					
Om 101	Building An Effective Successful Team	15/01/2018 – 18/01/2018	Bagamoyo	US$ 1,000,	US$ 100	
0m 102	Creating Competent Staff – Competency Model	12/02/2018 – 15/02/2018	Arusha	US$ 1,000/-	US$ 50	
Om 103	Best Change Management Practices	19/02/2018 – 21/02/2018	Kilimanjaro	US$ 750	US$ 50	
Om 104	Strategic Staff Motivation In The 21st Century	26/02/2018 – 28/02/2018	Dar	US$ 750/-	US$ 100	

Om 105	Effective Leadership – Trait Focus	05/03/2018 – 08/03/2018	Arusha	US$ 1000/-	US$ 50	
Om 106	Managing Informal Communication	21/02/2018 – 23/02/2018	Bagamoyo	US$ 750/-	US$ 50	
Om 107	Decision Making Dynamics	13/03/2018 – 16/03/2018	Arusha	US$ 1,000/-	US$ 100	
Om 108	Transactional Leadership Style	20/03/2018 – 23/03/2018	Arusha	US$ 1000/-	US$ 100	
Om 109	Employee Needs Management	26/03/2018 – 29/03/2018	Arusha	US$ 1,000/-	US$ 50	
Om 110	Staff Networking & Overcoming Communication Barriers	01/03/2018 – 02/02/2018	Dar	US$ 300/-	US$ 50	
Om 111	Organization's Cultural Dimensions	03/04/2018 – 06/04/2018	Zanzibar	US$ 1,500/-	US$ 50	
Om 112	Promoting Value And Ethics In Modern Business	09/04/2018 – 11/04/2018	Kilimanjaro	US$ 750,	US$ 50	
Om 113	Establishing Best Culture In Organization	12/04/2018 – 13/04/2018	Dar	US$ 300/-	US$ 50	
Om 114	Business Communication Facts & Performance Improvement	16/04/2018 – 19/04/2018	Zanzibar	US$ 1,500/-	US$ 50	
	C: PERSONNEL MANAGEMNT					
Pm 101	Promoting Constructive Feedback In Organizations	02/05/2018 – 04/05/2018	Bagamoyo,	US$ 1,000/-	US$ 50	
Pm 102	Effective Implementation Of A Working Succession Planning	08/05/2018 – 11/05/2018	Zanzibar	US$ 1500	US$ 50	
Pm 103	Modern Human Resource Management	02/01/2018 – 04/01/2018	Bagamoyo	US$ 1,000/-	US$ 100	
Pm 104	Managing Performance Through 360-Degree Feedback	10/05/2018 – 11/05/2018	Arusha	US$ 550/-	US$ 50	
Pm 105	Workplace Politics Management	14/05/2018 – 15/05/2018	Arusha	US$ 550/-	US$ 50	
Pm 106	Best Approaches To Retain & Motivating Employee	16/05/2018 – 17/05/2018	Kilimanjaro	US$ 550/-	US$ 50	
Pm 107	Successful Manpower Planning In Organization	21/05/2018 – 23/05/2018	Arusha,	US$ 1,000	US$ 100	

Pm 108	Best Employee Recruiting, Interview & Selection Approaches	24/05/2018 – 25/05/2018	Arusha	US$ 550	US$ 50	
Pm 109	Managing Compensation In Organization	29/05/2018 – 30/05/2018	Kilimanjaro	US$ 550/-	US$ 100	
Pm 110	Best Ways To Engage Employees	04/06/2018 – 05/06/2018	Arusha	US$ 550/-	US$ 50	
Pm 111	Effective Employee Performance Appraisal For Modern Organization	06/06/2018 – 08/06/2018	Bagamoyo	US$ 1,000/-	US$ 100	
Pm 112	Feedback Impact On Employee Productivity	11/06/2018 – 12/06/2018	Bagamoyo	US$ 550/-	US$ 50	
Pm 113	Growing Your Own Employees For Current And Future Organizational Needs	14/06/2018 – 15/06/2018	Arusha	US$ 550/-	US$ 50	
Pm 114	Performance Management Strategies For Middle And Senior Staff	19/06/2018 – 21/06/2018	Bagamoyo,	US$ 1,000	US$ 100	
Pm 115	Problem Solving & Practical Group Discussion Approaches	21/06/2018 – 22/06/2018	Kilimanjaro	US$ 550/-	US$ 50	
Pm 116	Effective Human Resource Consulting Skills For Modern Hr Practioners	25/06/2018 – 27/06/2018	Bagamoyo,	US$ 1,000,	US$ 100	
Pm 117	Best Job Analysis & Job Description Techniques	27/06/2018 – 29/06/2018	Arusha,	US$ 1,000	US$ 50	
Pm 118	Effective Office Management Techniques In The 21st Century	31/06/2018	Dar	US$ 300	US$ 50	
Pm 119	Essential Financial Skills For Hr Professional	02/07/2018 – 04/07/2018	Kilimanjaro	US$ 1,000	US$ 100	
Pm 120	Employee Relations: Role And Responsibility	10/07/2018 – 13/07/2018	Zanzibar	US$ 1500/-	US$ 50	
Pm 121	Employee Testing & Evaluating Techniques	16/07/2018 – 19/07/2018	Zanzibar	US$ 1500/-	US$ 50	
Pm 122	Key Performance Indicators & Balanced Score Card	23/07/2018 – 25/07/2018	Arusha,	US$ 1,000	US$ 100	
Pm 123	Comprehensive Training Needs Assessment Strategies	01/08/2018 – 03/08/2018	Bagamoyo,	US$ 1,000	US$ 50	
Pm 124	Essential Skills For Front Line Staff	06/08/2018 – 07/08/2018	Mwanza	US$ 550	US$ 50	

Pm 125	Counseling and Guidance Management Method	09/08/2018 – 10/08/2018	Arusha	US$ 550	US$ 50	
Pm 126	Management Development Program For Personal Assistance	13/08/2018 – 14/08/2018	Kilimanjaro	US$ 550	US$ 50	
Pm 127	Strategic Planning For Executive Managers	15/08/2018 – 17/08/2018	Dar	US$ 1000	US$ 100	
Pm 128	Retirement Schemes & Insurance Management	20/08/2018 – 21/08/2018	Bagamoyo	US$ 550	US$ 50	
Pm 129	Management of Pensions Administration	22/08/2018 – 23/08/2018	Arusha	US$ 550	US$ 50	
Pm 130	Pensions Trust Fund Management	23/08/2018 – 24/08/2018	Arusha	US$ 550	US$ 50	
Pm 131	Retirement Schemes & Insurance Management	28/08/2018 – 29/08/2018	Mwanza	US$ 550	US$ 50	
	D. MARKETING KNOWLEDGE					
Mk 101	Business Strategic Management Focus	30/08/2018 – 31/08/2018	Kilimanjaro	US$ 550/-	US$ 50	
Mk 102	Progressive Brand Leadership Strategies	03/09/2018 – 04/09/2018	Kilimanjaro	US$ 550/-	US$ 100	
Mk 103	Result Oriented SWOT Business Examination	05/09/2018 – 06/09/2018	Dar,	US$ 550	US$ 50	
Mk 104	Managing Your Brand For Effective Penetration	05/09/2018 – 07/09/2018	Arusha	US$ 1,000	US$ 100	
Mk 105	Combating Competition Porter Model	10/09/2018	Dar	US$ 300/-	US$ 50	
Mk 106	Penetration Approach: Business To Business Marketing	11/09/2018 – 13/09/2018	Bagamoyo	US$ 1,000/-	US$ 50	
Mk 107	Essentials For Effective Public Relations	20/09/2018	Dar	US$ 300/-	US$ 50	
Mk 108	Strategies To Utilize Social Media Advertisement	24/09/2018 – 25/09/2018	Arusha	US$ 550/-	US$ 50	
Mk 109	Effective Product Management For Sustainable Profit And Brand	26/09/2018 – 28/09/2018	Zanzibar	US$ 1500/-	US$ 100	
Mk 110	Managing Your Advertisement For Effective Results	01/10/2018	Arusha	US$ 300/-	US$ 50	

Mk 111	Comprehensive Corporate Social Responsibility For Mutual Benefits	02/10/2018 – 03/10/2018	Arusha	US$ 500/-	US$ 50	
Mk 112	Pest Factor Analysis In Organizations	11/10/2018 – 12/10/2018	Bagamoyo	US$ 500/-	US$ 50	
Mk 113	Strategy Choice: ABCG Model	15/10/2018 – 17/10/2018	Bagamoyo	US$ 1,000/-	US$ 100	
Mk 114	Marketing Mix Strategies	18/10/2018	Dar	US$ 300/-	US$ 100	
Mk 115	Strategic Management & Planning For Tourism	17/10/2018 – 19/10/2018	Dar	US$ 1000/-	US$ 300	
Mk 116	Marketing For Tourism & Managing Tourism Services	22/10/2018 – 23/10/2018	Arusha	US$ 750/-	US$ 50	
Mk 117	Effective Marketing Management	24/10/2018 – 25/10/2018	Bagamoyo	US$ 550/-	US$ 50	
Mk 118	Supplier Relationship Management	25/10/2018 – 26/10/2018	Bagamoyo	US$ 550/-	US$ 50	
	E: OPERATIONS MANAGEMENT					
Op 101	Operations and Production Management	29/10/2018 – 31/10/2018	Arusha,	US$ 1,000	US$ 100	
Op 102	Understanding Enterprises Risk Management	01/11/2018 – 02/11/2018	Arusha	US$ 550/-	US$ 50	
Op 103	Workplace Safety Concern	05/11/2018 – 07/11/2018	Arusha	US$ 750/-	US$ 50	
Op 104	Managing Crisis In Organization	12/11/2018 – 13/11/2018	Arusha	US$ 500/-	US$ 50	
Op 105	Analyzing Value Chain	14/11/2018 – 16/11/2018	Bagamoyo	US$ 750/-	US$ 50	
Op 106	Best Project Management Approaches	19/11/2018 – 20/11/2018	Bagamoyo	US$ 550/-	US$ 50	
Op 107	International Trade Basics	22/11/2018 – 23/11/2018	Dar	US$ 500/-	US$ 50	
Op 108	Executive Management Development Program	26/11/2018 – 28/11/2018	Bagamoyo	US$ 1000/-	US$ 50	
Op109	Strategic Energy Planning	29/11/2018 – 31/11/2018	Dar	US$ 1500/-	US$ 400	

Op 110	Management of Airport Securities	03/12/2018 – 05/12/2018	Arusha	US$ 3000/-	US$ 350	
Op 111	Safety Standard, Inspection and Pollution Control	05/12/2018 – 07/12/2018	Mwanza	US$ 2000/-	US$ 350	
Op 112	GIS For Conversation And Natural Resource Management	10/12/2018 – 12/12/2018	Mwanza	US$ 2000/-	US$ 350	
Op 113	Managing Air Transport & Logistics	13/12/2018 – 14/12/2018	Dar	US$ 2000/-	US$ 300	
Op 114	Tendering for Government Procurement	17/12/2018 – 18/12/2018	Arusha	US$ 550/-	US$ 50	
Op 115	Supplier Relationship Management	19/12/2018 – 20/12/2018	Arusha	US$ 550/-	US$ 50	
Op 116	Program Planning, Monitoring & Evaluation	27/12/2018 – 28/12/2018	Dar	US$ 500/-	US$ 350	
Op 117	Managing of Sanitation Waste Projects	03/04/2018 – 04/04/2018	Bagamoyo	US$ 550/-	US$ 55	
Op 118	Managing of City Cleanliness Projects	05/04/2018 – 06/04/2018	Bagamoyo	US$ 550/-	US$ 50	
Op 119	Port Reform & Management	09/04/2018 – 11/04/2018	Dar	US$ 1500/-	US$ 300	
Op 120	Logistics & Airport Management	11/04/2018 – 13/04/2018	Dar	US$ 2000/-	US$ 300	
Op 121	Logistics & Material Management	16/04/2018 – 17/04/2018	Bagamoyo	US$ 550/-	US$ 50	
Op 122	International & Regional Trade Integration	17/04/2018 – 20/04/2018	Dar	US$ 1000/-	US$ 300	
	F: FINANCE					
Fn 101	Basics of Stocks and Investment	23/04/2018 – 24/04/2018	Dar	US$ 550/-	US$ 100	
Fn 102	Business Financial Management	25/04/2018 – 27/04/2018	Bagamoyo	US$ 1,000/-	US$ 100	
Fn 103	Managing Your Portfolio	02/05/2018 – 04/05/2018	Bagamoyo	US$ 1,000/-	US$ 100	
Fn 104	Accounting & Financial Analysis For Decision Makers	07/05/2018 – 09/05/2018	Kilimanjaro	US$ 1,000/-	US$ 100	

Fn 105	Financial for Non-Financial Officer	21/05/2018 – 23/05/2018	Arusha	US$ 1,000/-	US$ 100	
Fn 106	Islamic Banking Principles & Application	14/05/2018 – 16/05/2018	Dar,	US$ 1,000	US$ 100	
Fn 107	Cost Accounting & Analysis	28/05/2018 – 30/05/2018	Dar	US$ 750/-	US$ 100	
Fn 108	Capital Market Activities & Privatization	04/06/2018 – 06/06/2018	Kilimanjaro	US$ 1000/-	US$ 100	
Fn 109	Mobilizing Micro Finance For Managers	07/06/2018 – 08/05/2018	Bagamoyo	US$ 550/-	US$ 50	
Fn 110	Debt Management & Analysis	11/06/2018 – 12/06/2018	Bagamoyo	US$ 550/-	US$ 50	
Fn 111	Budgeting For Government Ministries	13/06/2018 – 15/06/2018	Mwanza	US$ 750/-	US$ 50	
Fn 112	Public Sector Accounting & Financial Management	18/06/2018 – 20/06/2018	Arusha	US$ 1000/-	US$ 50	
Fn 113	Public Expenditure Tracking & Management	21/06/2018 – 22/06/2018	Dar	US$ 550/-	US$ 50	
Fn 114	Treasury & Cash Management	25/06/2018 – 27/06/2018	Dar	US$ 750/-	US$ 50	
Fn 115	Taxation & Tax Management Techniques	27/06/2018 – 29/06/2018	Arusha	US$ 1000/-	US$ 200	
Fn 116	Auditing Computerized Records	30/06/2018 – 31/06/2018	Bagamoyo	US$ 550/-	US$ 100	
Fn 117	Performance Audit Program	02/07/2018 – 04/07/2018	Bagamoyo	US$ 1000/-	US$ 100	
Fn 118	Contemporary Issues In Internal Auditing	04/07/2018 – 06/07/2018	Arusha	US$ 1000/-	US$ 100	
	G. SKILLS FOR PERSONNEL					
Sk 101	Comprehensive Negotiation Skills	09/07/2018 – 11/07/2018	Arusha	US$ 750/-	US$ 100	
Sk 102	Basics of Negotiation Practice	12/07/2018 – 13/07/2018	Arusha	US$ 550/-	US$ 50	
Sk 103	Anger Management Skills for Employees And Customers	16/07/2018	Bagamoyo	US$ 300/-	US$ 50	

Sk 104	Comprehensive Assertiveness Skills	17/07/2018 – 18/07/2018	Arusha	US$ 500/-	US$ 50	
Sk 105	Basics of Assertiveness Skills	19/07/2018	Kilimanjaro	US$ 300/-	US$ 50	
Sk 106	Organizational Listening & Recording Skills	20/07/2018	Dar	US$ 300/-	US$ 50	
Sk 107	Effective Delegation Skills for Best Results	23/07/2018 – 24/07/2018	Kilimanjaro	US$ 500/-	US$ 50	
Sk 108	Self-Motivation Strategies	25/07/2018 – 26/07/2018	Dar	US$ 500/-	US$ 50	
Sk 109	Advanced Leadership Skills	01/08/2018 – 03/08/2018	Arusha	US$ 1,000	US$ 100	
Sk 110	Presentation & Speaking Skills In The Public	06/08/2018	Kilimanjaro	US$ 300/-	US$ 50	
Sk 111	Personal Goal Setting	07/08/2018	Dar	US$ 300/-	US$ 50	
Sk 112	Individual SWOT Analysis	09/08/2018	Dar	US$ 300/-	US$ 50	
Sk 113	Business Proposal Writing Skills	8-10/08/2018	Bagamoyo	US$ 750/-	US$ 50	
Sk 114	Building Your Influence & Confidence	13/08/2018	Kilimanjaro	US$ 300/-	US$ 50	
Sk 115	Leadership Basics for Supervisory Staff	13/08/2018 – 14/08/2018	Dar	US$ 550/-	US$ 50	
Sk 116	Retirement Plan and Development Skills	15/08/2018 – 17/08/2018	Arusha	US$ 500/-	US$ 50	
Sk 117	Managing Organizational Conflict	20/08/2018 – 22/08/2018	Arusha	US$ 1,000/-	US$ 50	
Sk 118	Creative Thinking & Problem Solving Strategies	23/08/2018	Bagamoyo	US$ 300/-	US$ 50	
Sk 119	Powers of Positive Attitude In Employees' Management	24/08/2018	Bagamoyo	US$ 300/-	US$ 50	
Sk 120	Successful Interview Techniques	27/08/2018	Dar	US$ 300/-	US$ 50	
Sk 121	Human Resource Management Skills For Non Hr Professional.	28/08/2018 – 30/08/2018	Arusha	US$ 1,000/-	US$ 50	

Sk 122	Effective Minutes & Report Writing Skills	03/09/2018 – 05/09/2018	Arusha	US$ 500/-	US$ 50	
Sk 123	Effective Employee Utilization Strategies	06/09/2018 – 07/09/2018	Dar	US$ 550/-	US$ 50	
Sk 124	Employee Attitude Examination Skills	10/09/2018 – 12/09/2018	Arusha	US$ 550/-	US$ 50	
Sk 125	Governance, Gender and Change Management	13/09/2018 – 14/09/2018	Kilimanjaro	US$ 550/-	US$ 250	
Sk 126	Gender & Diversity Management Program	17/09/2018 – 18/09/2018	Bagamoyo	US$ 550/-	US $ 50	
Sk 127	Gender Analysis Development Program	20/09/2018 – 21/09/2018	Dar	US$ 550/-	US$ 50	
Sk 128	Women In Micro Enterprises Development	24/09/2018 – 25/09/2018	Dar	US$ 550/-	US$ 50	
Sk 129	Gender Analysis In Projects	26/09/2018 – 27/09/2018	Mwanza	US$ 550/-	US$ 50	
Sk 129	Managing Emotional Intelligence	27/09/2018 – 28/09/2018	Arusha	US$ 550/-	US$ 50	
Sk 130	Entrepreneurship Development In Small And Medium Scale Enterprise	01/10/2018 – 02/10/2018	Kilimanjaro	US$ 550/-	US$ 50	
	H: QUALITY COURSE					
Qc 101	Quality Management In Education	03/10/2018 – 05/10/2018	Dar	1000$	US$ 200	
Qc 102	Environmental Management	08/10/2018 – 10/10/2018	Dar	1000$	US$ 200	
Qc 103	Information Security Management System	10/10/2018 – 12/10/2018	Dar	1000$	US$ 200	
Qc 104	Management Systems For Medical Devices	15/10/2018 – 17/10/2018	Dar	1000$	US$ 200	
Qc 105	It Service Management System	17/10/2018 – 19/10/2018	Dar	1000$	US$ 200	
Qc 106	Food Safety Management Systems	22/10/2018 – 24/10/2018	Dar	1000$	US$ 200	
Qc 107	Information Security Risk Management	25/10/2018 – 26/10/2018	Dar	1000$	US$ 200	

Qc 108	Energy Management System,	29/10/2018 – 30/10/2018	Dar	1000$	US$ 200	
Qc 109	Occupational Health & Safety Management	01/11/2018 – 02/11/2018	Dar	1000$	US$ 200	
Qc 110	Disaster Recovery & Business Continuity Management	05/11/2018 – 07/11/2018	Dar	1000$	US$ 200	
Qc 111	Laboratory Management System	12/11/2018 – 14/11/2018	Dar	1000$	US$ 200	
Qc 112	Guidelines For Auditing Management System	14/11/2018 – 16/11/2018	Dar	1000$	US$ 200	
Qc 113	Internal Auditing & Integrated Management System	19/11/2018 – 21/11/2018	Dar	1000$	US$ 200	
Qc 114	Disaster Management	22/11/2018 – 23/11/2018	Bagamoyo	US$ 500/-	US$ 50	
Qc 115	Urban & Regional Development	26/11/2018 – 27/11/2018	Bagamoyo	US$ 500/-	US$ 50	
Qc 116	Environmental Impact Assessment	28/11/2018 – 29/11/2018	Arusha	US$ 500/-	US$ 50	
Qc 117	Monitoring & Evaluation Of Health Program	29/01/2018 – 31/11/2018	Arusha	US$ 1000/-	US$ 50	
Qc 118	Occupational Health & Safety Management	03/12/2018 – 04/12/2018	Kilimanjaro	US$ 500/-	US$ 50	
Qc 119	Health Management Development	05/12/2018 – 06/12/2018	Mwanza	US$ 500/-	US$ 50	
Qc 120	HIV/AIDS & Development Care Delivery	10/12/2018 – 11/01/2018	Arusha	US$ 500/-	US$ 50	
Qc 121	Community Participation In Health	12/12/2018 – 13/12/2018	Kilimanjaro	US$ 500/-	US$ 50	
Qc 122	Integrated Water Resources Program	13/12/2018 – 14/12/2018	Dar	US$ 500/-	US$ 50	
Qc 123	Social Research Management	18/12/2018 – 20/12/2018	Dar	US$ 1000/-	US$ 50	
Qc 124	Community Health & Sanitation	27/12/2018 – 28/12/2018	Kilimanjaro	US$ 500/-	US$ 50	
	I: IT & TELECOMMUNICATION					

It 101	Computer Applications For ICT Users	02/01/2018 – 04/01/2018	Arusha	1000$	US$ 100	
It 102	Managing & Leading the IT Environment	02/01/2018 – 04/01/2018	Dar	1000$	US$ 100	
It 103	Computerized Financial Management And Accounting	02/01/2018 – 04/01/2018	Dar	1000$	US$ 100	
It 104	Computerized Human Resource Management	02/01/2018 – 04/01/2018	Arusha	1000$	US$ 100	
It 105	Essential ICT Competencies for Senior Staff	08/01/2018 – 10/01/2018	Dar	1000$	US$ 100	
It 106	Computer Applications for Librarian	04/01/2018 – 06/01/2018	Arusha	1000$	US$ 100	
It 107	Website Design and Development	13/03/2018 – 14/03/2018	Bagamoyo	US$ 500/-	US$ 50	
It 108	Data Base System Design and Management Program	20/03/2018 – 22/03/2018	Bagamoyo	US$ 1000/-	US$ 250	
It 109	Data Processing, Systems Analysis and Design	27/03/2018 – 29/03/2018	Kilimanjaro	US$ 1000/-	US$ 250	
It 110	Information Systems Business Strategy Management	03/04/2018 – 05/04/2018	Dar	US$ 500/-	US$ 300	
It 111	Computers and Information Management	09/04/2018 – 10/04/2018	Dar	US$ 500/-	US$ 50	
It 112	Microsoft Project Management	11/01/2018 – 12/04/2018	Bagamoyo	US$ 500/-	US$ 50	
	J: OTHERS					
Ot 101	Comprehensive Train The Trainer	16/04/2018 – 18/04/2018	Arusha	US$ 1,000/-	US$ 100	
Ot 102	Innovation & Creativity In Management	18/04/2018 – 19/04/2018	Bagamoyo	US$ 550/-	US$ 50	
Ot 103	Service Excellence for Smart Organizations	02/05/2018 – 03/05/2018	Arusha	US$ 550/-	US$ 50	
Ot 104	Electronic Document Management System	08/05/2018 – 10/05/2018	Kilimanjaro	US$ 1,000/-	US$ 50	
Ot 105	Effective Communication & Report Writing Skills	14/02/2018 – 16/05/2018	Kilimanjaro	US$ 1,000/-	US$ 50	

Ot 106	Customer Care & Complaint Handling Management Skills	16/05/2018 – 17/05/2018	Arusha	US$ 500/-	US$ 50	
Ot 107	Telephone Communication Skills & Customer Care	21/05/2018 – 22/05/2018	Arusha	US$ 500/-	US$ 50	
Ot 108	Ethics & Customer Care For Secretaries	28/05/2018 – 30/05/2018	Bagamoyo	US$ 500/-	US$ 50	
Ot 109	Records & Information Management	04/06/2018 – 06/06/2018	Bagamoyo	US$ 500/-	US$ 50	
Ot 110	Hiv/Aids Awareness Training	07/06/2018 – 08/06/2018	Dar	US$ 500/-	US$ 50	
Ot 111	Managerial Skills For Secretaries	11/06/2018 – 13/06/2018	Arusha	US$ 1,000/-	US$ 50	
Ot 112	Effective Monitoring and Evaluation Techniques	14/06/2018 – 16/06/2018	Kilimanjaro	US$ 1,000/-	US$ 50	
Ot 113	Management Development For Senior Officers	19/06/2018 – 21/06/2018	Arusha	US$ 1,000/-	US$ 50	
Ot 114	Records Management Skills For Action Officers	02/01/2019 – 03/01/2019	Bagamoyo	US$ 500/-	US$ 50	
Ot 115	Procurement and Contract Management	07/01/2019 – 09/01/2019	Dar	US$ 1,000/-	US$ 50	
Ot 116	Value For Money Procurement & Contract Management	09/01/2019 – 11/01/2019	Arusha	US$ 1,000/-	US$ 50	
Ot 117	Project Appraising Techniques	13/01/2019 – 15/01/2019	Arusha	US$ 1,000/-	US$ 50	
Ot 118	Facilities and Property Management	12/01/2019 – 14/01/2019	Dar	US$ 1,000/-	US$ 50	
Ot 119	Operational Risk Management For Financial Management	21/01/2019 – 23/01/2019	Dar	US$ 1,000/-	US$ 50	
Ot 120	Performance Improvement Programme	28/01/2019 – 30/01/2019	Kilimanjaro	US$ 1,000/-	US$ 50	
Ot 121	Value For Money Approach For Auditing	23/01/2018 – 25/01/2019	Kilimanjaro	US$ 1,000/-	US$ 50	
Ot 122	Institutional Strengthening & Economic Development Strategy For NGO's and CBO's.	02/01/2018 – 04/01/2018	Bagamoyo	US$ 1,000/-	US$ 50	

Ot 123	Law of Contract, Contract Negotiation and Management For Non Legal Staff	08/01/2018 – 10/01/2018	Arusha	US$ 1,000/-	US$ 50	
Ot 124	Effective Strategic Plan Development	15/01/2018 – 17/01/2018	Dar	US$ 1,000/-	US$ 50	
Ot 125	Inventory and Warehouse Management	29/01/2018 – 31/01/2018	Dar	US$ 1,000/-	US$ 50	
Ot 126	Effective Fundraising Strategies & Building Revolving Funds For Ngo	05/02/2018 – 07/02/2018	Arusha	US$ 1,000/-	US$ 50	
Ot 127	Effective Decision Making Approaches For Seniors Officials	07/02/2018 – 09/02/2018	Arusha	US$ 1,000/-	US$ 50	
Ot 128	Learning Swahili Language & Culture	02/01/2018 – 09/01/2018	Dar, Arusha & Zanzibar	US$ 2,000/-	US$ 250	
Qt 129	Research Management	12/02/2018 – 14/02/2018	Bagomoyo	US$ 1000/-	US$ 200	
Qt 130	Effective Cost & Performance Management Privatization	19/02/2018 – 21/02/2018	Mwanza	US$ 1000/-	US$ 100	
	NGO's OPERATIONS AND MANAGEMENT					
Ng 101	Management Development Programs For NGO's	26/02/2018 – 27/02/2018	Zanzibar	US$ 500/-	US$ 50	
Ng 102	Management of Donor Funded Projects	26/03/2018 – 27/03/2018	Zanzibar	US$ 500/-	US$ 50	
Ng 103	Monitoring & Evaluation of Development Projects	20/03/2018 – 21/03/2018	Dar	US$ 500/-	US$ 50	
Ng 104	Fund Raising & Event Management	22/03/2018 – 23/03/2018	Dar	US$ 550/-	US$ 50	
Ng 105	Project & Program Management	26/03/2018 – 27/01/2018	Bagamoyo	US$ 500/-	US$ 50	
Ng 106	Advance Program Analysis & Management	28/03/2018 – 29/03/2018	Arusha	US$ 500/-	US$ 50	
Ng 107	Negotiation Skills For Donor Funded Projects	01/04/2018 – 02/04/2018	Arusha	US$ 500/-	US$ 50	
Ng 108	Economic Planning & Development Program	03/04/2018 – 05/04/2018	Kilimanjaro	US$ 1000/-	US$ 100	

Ng 109	Procurement Management For World Bank Financed Project	09/04/2018 – 11/04/2018	Arusha	US$ 1000/-	US$ 200	
Ng 110	Rural Livelihood, Poverty Reduction & Sustainable Development	12/04/2018 – 13/04/2018	Bagamoyo	US$ 500/-	US$ 50	
Ng 111	Monitoring & Evaluation Of Development Projects	16/04/2018 – 17/04/2018	Mwanza	US$ 500/-	US$ 50	

NOTE: If you have any special training requirements or adjustment based on date, venue and modality, contact us.

Contact Us

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