



NATIONAL INSTITUTE FOR PRODUCTIVITY

HUMAN RESOURCE MANAGEMENT COURSE



Course Objective

To impart participants with modern human resource management techniques and skills which will enable them to manage human resource of their organizations more effectively.

Target Participants

Human Resource Managers/ Officers, Administrative Managers/ Officers, All those involved in human resource management issues.

Key Topics

Introduction to Human Resource Management; Human Resource Planning; Job Analysis; Designing Jobs; Recruitment and Selection; Appraising Performance; Training and Development; Effective Communication; Delegation; Compensation; Motivation; Team Building; Maintaining Discipline; Industrial Disputes; Safety and Health; Separation Process.

Learning Outcome

At the end of the course participants are expected to be able to plan and manage human resource matters in their respective organisations more effectively.

Training Methodology

A combination of class-room lectures, hands-on-practice sessions, video shows, case studies, work groups assignments and presentations.

Medium of Instruction

English

Dates

Group	Start	Finish
One	09 September, 2019	13 September, 2019
Two	10 February, 2020	14 February, 2020

Venue

Morogoro – Tushikamane Centre

Duration

2 weeks

Bonus

Visit to one of Tanzania's National Parks

Fee and Mode of Payment

The fee: Tshs. **875,000/=** must be PAID IN ADVANCE to National Institute for Productivity through CRDB Bank, Account Number 01J1042999200, Tower Branch; otherwise the nominee will not be allowed to join the course.

Note:

Please take note that hotel accommodation, meals, travel and out of pocket expenses will be borne by the sponsoring organization. The fee covers only tuition, courseware and light refreshments during morning breaks and administrative expenses. Contact NIP office before reporting to the training venue.



Our Contacts

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