



# NATIONAL INSTITUTE FOR PRODUCTIVITY

## MANAGERIAL SKILLS DEVELOPMENT COURSE

### Course Objective

To impart participants with modern managerial techniques which will enable them to improve performance of their organisations.

### Target Participants

Directors, Managers, All those in managerial positions.

### Key Topics

Managerial Functions; Decision Making; Motivating Employees; Disciplining and Improving Employees Morale; Performance Appraisal and Developing Employees; Delegation and Team Building; Politics in the Office; Budgeting and Control Process; Managing Meetings and Introducing and Managing Change.

### Learning Outcome

At the end of this course participants are expected to improve their management skills and deliver to the expectations of their organisations.

### 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

### Venue

Morogoro – Tushikamane Centre

### Duration

1 week

### Dates

Group	Start	Finish
One	21 October, 2019	25 October, 2019
Two	20 January, 2020	24 January, 2020

### 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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