



NATIONAL INSTITUTE FOR PRODUCTIVITY

OFFICE MANAGEMENT AND ADMINISTRATION STAGE II COURSE



Course Objective

To provide to participants advanced knowledge on management and administration of modern offices.

Target Participants

Office Supervisors, Office Management/ Personal Secretaries, Office Management Assistants, Office Administrators and Registry Supervisors who have attended stage I of this course.

Key Topics

Introduction to bookkeeping; Types of accounts; Accounting cycle; Petty cash management; Cash book; Supplies and procurement procedures; Inventory and fixed assets; Budgeting and budgeting process; Health and safety hazards; Office environment; Effective communication; Managing stress and frustrations; Office supervision; Giving and responding to instructions; Team building; Creating and maintaining business relationship; Maintaining diaries/ calendars; Business correspondence; Leadership styles; Appraising performance; Report writing; Public relations; Effective customer care; Public service code of ethics, Employment and Labour Relations Act (No. 6 of 2004) and Public Service Act (2002).

Learning Outcome

At the end of this course the participants are expected to be able to handle their roles and responsibilities in a modern way including basic accounting issues.

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	11 November, 2019	29 November, 2019
Two	11 May, 2020	29 May, 2020

Venue

Morogoro – Tushikamane Centre

Duration

3 weeks

Fee and Mode of Payment

The fee: Tshs. **1,110,000/=** 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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