



# NATIONAL INSTITUTE FOR PRODUCTIVITY

## SENIOR DRIVERS AND TRANSPORT OFFICERS COURSE

### Course Objective

To impart participants with effective skills for operating and controlling vehicles and other relevant forms of transport including equipment used in such work and related environment.

### Target Participants

Transport and Logistics Officers, Senior Drivers.

### Key Topics

Transport documentation; Vehicle's scheduling; Management principles; Log sheet management; Operational budget; Communication skills; Road Traffic Act; Road signs and markings; Operational planning and costing; Preventive maintenance; Report writing.

### Learning Outcome

At the end of this course participants are expected to be able to handle transport and logistics issues in more productive manner.

### 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 and Swahili

### Dates

Group	Start	Finish
One	11 November, 2019	29 November, 2019
Two	11 May, 2020	29 Mei 2020

### Venue

Morogoro – Tushikamane Centre

### Duration

3 weeks

### Fee and Mode of Payment

The fee: Tshs. **1,350,000/=** 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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