



# TRAINING CATALOGUE

## 2025

---

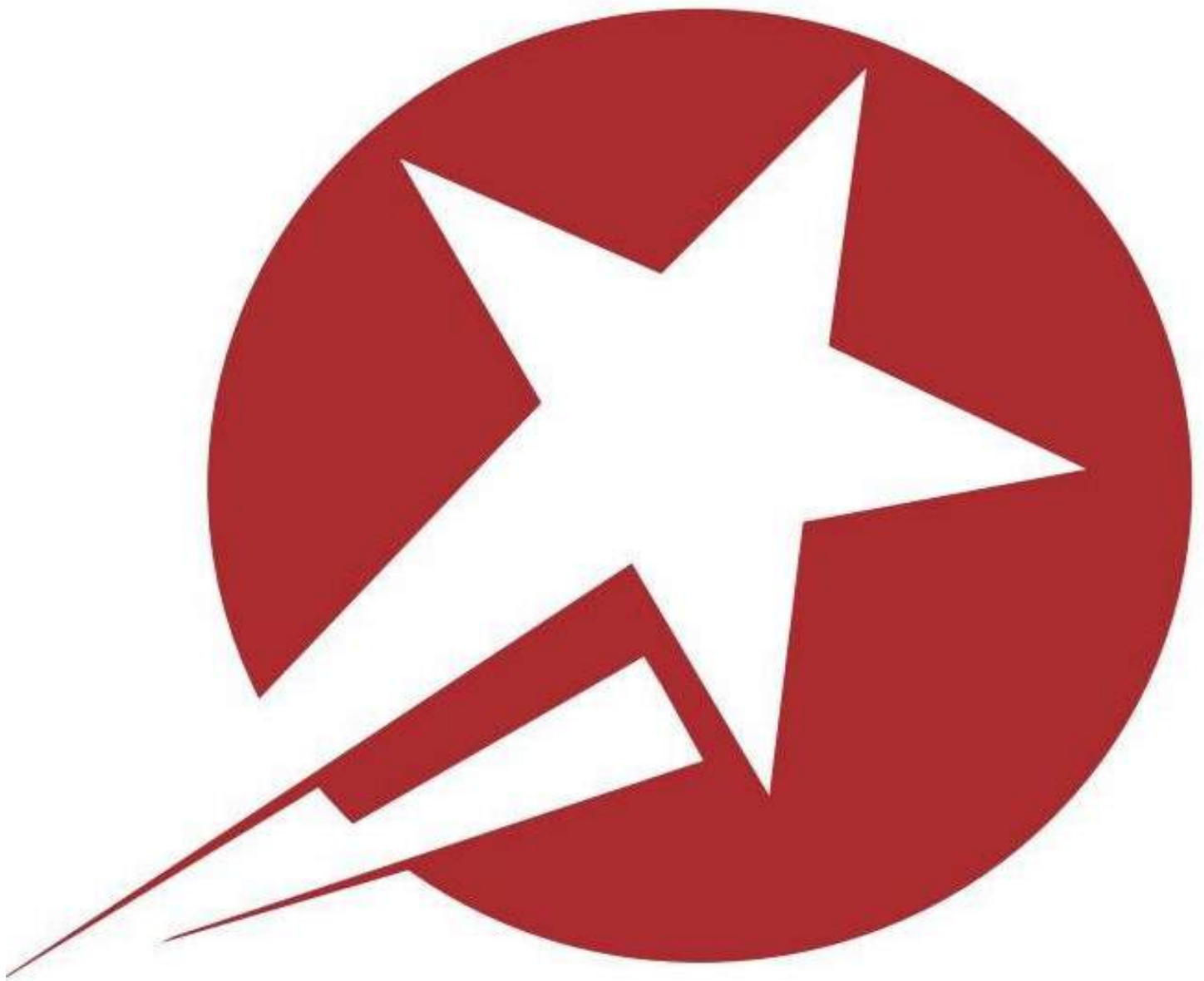
---

---

---

---

Prepared By  
Starrich Consulting International  
+255 748 557 717 | [info@starrich.co.tz](mailto:info@starrich.co.tz) | [www.starrich.co.tz](http://www.starrich.co.tz)



## Table Of Contents

MESSAGE FROM THE CHIEF EXECUTIVE OFFICER .....	1
1.0 INTRODUCTION .....	2
2.0 RATIONALE FOR OUR SHORT COURSES .....	3
3.0 GENERAL LIST OF SHORT COURSES 2025 .....	7
General Courses for HR, Managers and others .....	7
General Courses for Personal Secretaries .....	11
General Courses for Office Assistance .....	12
General Courses for Records Management Staff .....	13
General Courses for IT .....	14
General Courses for Procurement Officials .....	15
General Courses for Customer Service Officials .....	16
General Courses for Legal Professionals .....	17
General Courses for Public Relations Professional .....	18
General Courses for Marketing and Sales Professionals .....	19
General Courses for Accounting Professional .....	20
General Courses for Administrators .....	22
General Courses for Bankers .....	23
General Courses for Government Officials .....	25
General Courses for CEOs & Senior Management Team .....	27
General Courses for Personnel in the Tourism, Hotel and Leisure Industry .....	29
General Courses for Insurance Professionals .....	33
General Courses for Project Management Personnel .....	34
General Courses for NGOs .....	35
General Courses for Education Management .....	37
4.0 OUR SERVICES .....	39
5.0 MODALITY .....	40
6.0 CONTACTS .....	40

## MESSAGE FROM THE CHIEF EXECUTIVE OFFICER

### Dear Professionals,

Warm greetings from Starrich Consulting International! As the Chief Executive Officer, I am pleased to invite you to our upcoming short courses, which are now available in the beautiful cities of Arusha, Dar es Salaam, and online. Additionally, we offer the option to study abroad, providing flexibility and accessibility to our global audience.

Arusha's breathtaking landscapes and vibrant culture provide the perfect backdrop for our intensive and enriching learning experience. Not only will you have the opportunity to enhance your professional skills, but you will also have the chance to immerse yourself in the wonders of this incredible city. Similarly, Dar es Salaam offers a dynamic environment for learning, while our online courses and international options ensure that you can benefit from our expertise no matter where you are located.

At Starrich, we understand the importance of continuous learning and development in today's dynamic business landscape. Our short courses are designed to equip practitioners, managers, and early career individuals with the necessary knowledge, tools, skills, and insights to thrive in their roles and positively impact their organizations.

By choosing Starrich Consulting International, you can expect the following:

- **Excellence in Training:** Our experienced trainers, highly regarded industry experts, will deliver engaging sessions that combine theoretical knowledge with practical case studies. You will gain valuable insights and skills that can be immediately applied in your workplace.
- **Comprehensive Course Content:** Our courses cover a detailed perspective of the chosen topics to enable participants to acquire the required competence upon completion.
- **Networking Opportunities:** Our courses bring together like-minded professionals from various organizations and industries, creating a unique platform for networking, sharing experiences, and building valuable connections that can enhance your professional network.
- **Personalized Approach:** We understand that every participant has unique learning needs and goals. Our courses are designed to cater to individual requirements, ensuring you receive personalized attention and guidance throughout your learning journey.
- **Good Learning Environment:** Whether in Arusha, Dar es Salaam, or online, our courses are conducted in a professional and comfortable setting. For in-person courses, Corridor Springs Hotel in Arusha offers modern facilities, peaceful surroundings, and supportive staff, ensuring a productive and enjoyable learning experience.

I strongly encourage you to attend our short courses and invest in your professional growth. Let's unlock potential and empower participants to become experts, leaders, and highly effective managers.

Don't miss this exclusive opportunity! Please register today and join us in Arusha, Dar es Salaam, online, or abroad for an unparalleled learning experience.

Best Regards,  
Richard S.M



Chief Executive Officer  
Starrich Consulting International

## 1.0 INTRODUCTION

Starrich is a business that offers a diversified range of consulting services such as management consultancy, recruitment, training, business planning services, market research, investor connection, and professional editing services. Starrich is a registered business in Tanzania and has many clients in Tanzania and abroad. Starrich Consulting International offers diversified short courses to enhance competence for sustainable productivity.



## 2.0 RATIONALE FOR OUR SHORT COURSE

Short courses serve as valuable professional development opportunities for individuals, practitioners, and managers, offering a chance to enhance knowledge, skills, and competency in various business and management areas. These courses are designed to address the ever-evolving challenges and developments in organizational practices, providing professionals with the necessary tools and insights to navigate the complex business landscape.

### **Key Reasons Why Short Courses Are Essential**

#### **1. Up-to-Date Work Knowledge**

Business practices and regulations constantly change in response to legal, technological, and societal advancements. Short courses provide a platform for professionals to stay updated on the latest trends, best practices, and legislative changes. By engaging in continuous learning, practitioners can remain knowledgeable in various business and organizational areas.

#### **2. Skill Enhancement**

Short courses offer opportunities to develop and strengthen specific skills relevant to participants' roles. These courses are often tailored to address critical business functions such as general management, accounting and finance, HR, procurement, records, public relations, marketing, auditing, IT, NGO management, and many others. By honing these skills, professionals can perform their roles more effectively, leading to improved organizational outcomes.

#### **3. Career Advancement**

Investing in professional development through short courses can significantly contribute to career growth. Practitioners and managers who demonstrate a commitment to ongoing learning and development are highly sought after by employers. Acquiring new skills and expanding knowledge can open doors to promotions, expanded responsibilities, and increased job prospects within various fields, including HR.

#### **4. Networking Opportunities**

Short courses provide a unique platform for professionals to engage with peers from various organizations, industries, and backgrounds. Networking opportunities allow participants to share experiences, exchange ideas, and build professional relationships. Collaborating with fellow professionals can broaden perspectives and offer new insights into challenges and solutions.

#### **5. Adaptability to Industry Changes**

In today's fast-paced business environment, practices must adapt to meet evolving organizational needs. Short courses enable professionals to learn about innovative approaches, technological advancements, and emerging business trends. This adaptability equips practitioners to proactively address new challenges, such as remote work policies, digital tools, or agile management.

#### **6. Employee Engagement and Retention**

HR professionals play a pivotal role in fostering employee engagement and retention. Short courses focusing on topics like employee motivation, workplace communication, and leadership provide HR practitioners with valuable strategies to create a positive work environment and cultivate a highly engaged workforce. By leveraging these skills, HR professionals can contribute to higher employee satisfaction and reduced turnover.

## Uniqueness of Short Courses Offered by Starrich Consulting International

### 1. Customized Approach

Starrich Consulting International takes a tailored approach to its short courses, ensuring that each program is specifically designed to meet the unique needs of professionals and managers. We work closely with organizations to understand their specific requirements, challenges, and goals, and develop courses that align with these objectives.

### 2. Industry Expertise

The short courses offered by Starrich Consulting International are delivered by highly experienced industry professionals with extensive knowledge and expertise. These instructors have a deep understanding of the challenges, trends, and best practices within the industry, providing participants with valuable insights and practical advice.

### 3. Practical Focus

Starrich Consulting International's short courses are designed to be practical and applicable to real-world situations. Participants gain hands-on experience through case studies, interactive activities, and simulations, allowing them to apply their learning directly to their work. This practical focus ensures that participants can effectively implement what they learn in their organizations.

### 4. Cutting-Edge Content

Starrich Consulting International stays at the forefront of business trends and developments, integrating the latest research, industry practices, and technological advancements into its courses. Participants gain access to the most up-to-date information and strategies, equipping them with the knowledge and skills to navigate the ever-changing business landscape.

### 5. Continuous Support

Starrich Consulting International believes in providing ongoing support and guidance to participants even after completing a short course. We offer post-course consultations, resources, and networking opportunities to ensure that participants can continue refining their skills, address any challenges, and stay connected with a supportive community of professionals.

### 6. Global Perspective

Starrich Consulting International has a global reach, working with organizations and professionals from various countries and industries. Our short courses incorporate a global perspective, addressing cross-cultural challenges, international practices, and diverse workforce dynamics. This global outlook enables participants to develop a broader understanding of practices and prepares them for an increasingly globalized workspace.

# Learning Environment

Our courses are conducted in a variety of settings to suit your preferences:

**Arusha:** Corridor Springs Hotel offers a professional atmosphere with modern facilities, comfortable accommodations, and a serene environment conducive to learning.

Learning Environment at Corridor Springs Hotel, Arusha

## **Professional Atmosphere**

The hotel provides dedicated facilities for training, equipped with modern audiovisual tools, comfortable seating, and ample natural light.

## **Comfortable Facilities**

The hotel offers spacious rooms, relaxation areas, and amenities such as Wi-Fi and air conditioning, ensuring participants' comfort.

## **Technological Support**

The hotel is equipped with high-speed internet and multimedia capabilities, enhancing the learning experience with interactive presentations and digital resources.

## **Peaceful Surroundings**

Situated in a serene area of Arusha, the hotel provides a tranquil environment away from the city's hustle, ideal for focused learning and reflection.

## **Networking Opportunities**

The hotel's common areas provide opportunities for participants to network, share experiences, and build connections during the course.

## **Supportive Staff**

The hotel staff are attentive and friendly, ensuring participants have a seamless and enjoyable experience throughout their stay

**Dar es Salaam:** Enjoy a dynamic learning experience in one of Tanzania's most vibrant cities.

**Online:** Access our courses from anywhere in the world with our flexible online options.

**Abroad:** We provide opportunities to study abroad, allowing you to experience international learning environments and perspectives.



## Learning Methodology

Our courses will be delivered using a combination of lectures, case studies, group discussions, practical exercises, and modern tools to enhance learning. Participants will be encouraged to actively participate and share their experiences during the sessions. Additionally, real and practical examples of the concepts will be shared to reinforce learning.

### **Tour Options**

Arusha offers many options for individuals interested in exploring attractive places within and outside the city. Starrich Consulting International provides a one-day free city tour for course participants. Special arrangements at reasonable fees can be made for those interested in tours to national parks, Ngorongoro Conservation Area, and other destinations.

### **Learning Gifts**

As is tradition, we offer special learning gifts to all participants. Join our short courses to experience the difference.



# GENERAL LIST OF SHORT COURSES

**2025**

## GENERAL COURSES FOR HR, MANAGERS AND OTHERS

CODES	COURSE TITLE	DATES	VENUE
HRM001	Effective Onboarding and Orientation Strategies: Setting New Employees Up for Success	06 Jan-10 Jan 2025 13 Jan-17 Jan 2025 20 Jan-24 Jan 2025	ARUSHA DAR ES SALAAM ONLINE
HRM002	Conflict Resolution and Mediation in the Workplace: Navigating Difficult Conversations	27 Jan-31 Jan 2025 03 Feb-07 Feb 2025 10 Feb-14 Feb 2025	ARUSHA DAR ES SALAAM ONLINE
HRM003	Diversity, Equity, and Inclusion: Creating a Welcoming and Respectful Workplace	17 Feb-21 Mar 2025 24 Feb-28 Feb 2025 03 Mar-07 Mar 2025	ARUSHA DAR ES SALAAM ONLINE
HRM004	Designing Effective Employee Performance Programs: Setting Goals and Managing Expectations	10 Mar-14 Mar 2025 17 Mar-21 Mar 2025 24 Mar-28 Mar 2025	ARUSHA DAR ES SALAAM ONLINE
HRM005	Essential HR Legal Compliance in Tanzania: Understanding and Adhering to Employment Regulations	31 Mar-04 Apr 2025 07 Apr-11 Apr 2025 14 Apr-18 Apr 2025	ARUSHA DAR ES SALAAM ONLINE
HRM006	Building a Talent Pipeline: Recruitment and Retention Strategies for Top Performers	21 Apr-25 Apr 2025 28 Apr-02 May 2025 05 May-09 May 2025	ARUSHA DAR ES SALAAM ONLINE
HRM007	Talent Management and Succession Planning: Developing and Preparing the Next Generation of Leaders	12 May-16 May 2025 19 May-23 May 2025 26 May-30 May 2025	ARUSHA DAR ES SALAAM ONLINE
HRM008	Vehicle Fleet Development and Management	02 Jun-06 Jun 2025 09 Jun-13 Jun 2025 16 Jun-20 Jun 2025	ARUSHA DAR ES SALAAM ONLINE
HRM009	HR Technology and Digital Transformation: Maximizing Productivity and Efficiency	23 Jun-27 Jun 2025 30 Jun-04 Jul 2025 07 Jul-11 Jul 2025	ARUSHA DAR ES SALAAM ONLINE
HRM010	Employee Engagement and Culture: Building a Positive and Empowering Workplace Environment	14 Jul-18 Jul 2025 21 Jul-25 Jul 2025 28 Jul-01 Aug 2025	ARUSHA DAR ES SALAAM ONLINE
HRM011	Coaching and Mentoring for Managers: Developing Key Leadership Skills	04 Aug-08 Aug 2025 11 Aug-15 Aug 2025 18 Aug-22 Aug 2025	ARUSHA DAR ES SALAAM ONLINE
HRM012	Mental Health & Workplace Stress Management: Supporting Employee Well-Being and Productivity	25 Aug-29 Aug 2025 01 Sep-05 Sep 2025 08 Sep-12 Sep 2025	ARUSHA DAR ES SALAAM ONLINE
HRM013	Optimizing Learning & Development: Strategy to Enhance Organizational Performance	15 Sep-19 Sep 2025 22 Sep-26 Sep 2025 29 Sep-03 Oct 2025	ARUSHA DAR ES SALAAM ONLINE
HRM014	Developing Effective Personal Leadership	06 Oct-10 Oct 2025 13 Oct-17 Oct 2025 20 Oct-24 Oct 2025	ARUSHA DAR ES SALAAM ONLINE
HRM015	Introduction to Fraud and Control in Organizations	27 Oct-31 Oct 2025 03 Nov-07 Nov 2025 10 Nov-14 Nov 2025	ARUSHA DAR ES SALAAM ONLINE
HRM016	Conducting Fraud Interview	17 Nov -21 Nov 2025 24 Nov-28 Nov 2025 01 Dec-05 Dec 2025	ARUSHA DAR ES SALAAM ONLINE

## GENERAL COURSES FOR HR, MANAGERS AND OTHERS

CODES	COURSE TITLE	DATES	VENUE
HRMO17	Building a High-Performance Team: Enhancing Collaboration and Productivity	08 Dec- 12 Dec 2025 15 Dec-19 Dec 2025 06 Jan-10 Jan 2025	ARUSHA DAR ES SALAAM ONLINE
HRMO18	HR Project Management: Planning and Executing HR Initiatives Successfully	06 Jan-10 Jan 2025 13 Jan-17 Jan 2025 20 Jan-24 Jan 2025	ARUSHA DAR ES SALAAM ONLINE
HRMO19	Recruiting Higher Performers	27 Jan-31 Jan 2025 03 Feb-07 Feb 2025 10 Feb-14 Feb 2025	ARUSHA DAR ES SALAAM ONLINE
HRMO20	Advance Computerized Human Resource Management	17 Feb-21 Mar 2025 24 Feb-28 Feb 2025 03 Mar-07 Mar 2025	ARUSHA DAR ES SALAAM ONLINE
HRMO21	HR Metrics, Analytics & Reporting: Measuring HR Success and Impact	10 Mar-14 Mar 2025 17 Mar-21 Mar 2025 24 Mar-28 Mar 2025	ARUSHA DAR ES SALAAM ONLINE
HRMO22	Employee Benefits and Compensation: Designing Reward Programs for Retention and Motivation	31 Mar-04 Apr 2025 07 Apr-11 Apr 2025 14 Apr-18 Apr 2025	ARUSHA DAR ES SALAAM ONLINE
HRMO23	Leadership Development: Growing and Nurturing Emerging Leaders	21 Apr-25 Apr 2025 28 Apr-02 May 2025 05 May-09 May 2025	ARUSHA DAR ES SALAAM ONLINE
HRMO24	Employment Law Essentials: Navigating Workplace Disputes	12 May-16 May 2025 19 May-23 May 2025 26 May-30 May 2025	ARUSHA DAR ES SALAAM ONLINE
HRMO25	Desgning Human Resource Policies for Productivity Improvement	02 Jun-06 Jun 2025 09 Jun-13 Jun 2025 16 Jun-20 Jun 2025	ARUSHA DAR ES SALAAM ONLINE
HRMO26	HR Business Partnering: Aligning HR Strategy with Organizational Goals	23 Jun-27 Jun 2025 30 Jun-04 Jul 2025 07 Jul-11 Jul 2025	ARUSHA DAR ES SALAAM ONLINE
HRMO27	HR Innovation for Impactful Organizational Performance: Design Thinking in Human Resources	14 Jul-18 Jul 2025 21 Jul-25 Jul 2025 28 Jul-01 Aug 2025	ARUSHA DAR ES SALAAM ONLINE
HRMO28	Enriching Work-Life Balance: A Guide to Health, Safety, and Well-being of Employees	04 Aug-08 Aug 2025 11 Aug-15 Aug 2025 18 Aug-22 Aug 2025	ARUSHA DAR ES SALAAM ONLINE
HRMO29	Advanced Organisational Change Management: Leading through Transition	25 Aug-29Aug 2025 01 Sep-05 Sep 2025 08 Sep-12 Sep 2025	ARUSHA DAR ES SALAAM ONLINE
HRMO30	Training and Development: Strategies for Success	15 Sep-19 Sep 2025 22 Sep-26 Sep 2025 29 Sep-03 Oct 2025	ARUSHA DAR ES SALAAM ONLINE
HRMO31	Building a High-Performance Work Culture	06 Oct-10 Oct 2025 13 Oct-17 Oct 2025 20 Oct-24 Oct 2025	ARUSHA DAR ES SALAAM ONLINE
HRMO32	Emotional Intelligence and leadership development for Managers	27 Oct-31 Oct 2025 03 Nov-07 Nov 2025 10 Nov-14 Nov 2025	ARUSHA DAR ES SALAAM ONLINE

## GENERAL COURSES FOR HR, MANAGERS AND OTHERS

CODES	COURSE TITLE	DATES	VENUE
HRMO33	Succession Planning and Leadership Development	17 Nov -21 Nov 2025 24 Nov-28 Nov 2025 01 Dec-05 Dec 2025	ARUSHA DAR ES SALAAM ONLINE
HRMO34	Employee Benefits and Compensation: Designing Reward Programs for Retention and Motivation	08 Dec- 12 Dec 2025 15 Dec-19 Dec 2025 06 Jan-10 Jan 2025	ARUSHA DAR ES SALAAM ONLINE
HRMO35	Training Needs Analysis: Practice, Tools and Techniques	06 Jan-10 Jan 2025 13 Jan-17 Jan 2025 20 Jan-24 Jan 2025	ARUSHA DAR ES SALAAM ONLINE
HRMO36	Total Rewards: Designing and Managing Employee Benefits Programs	27 Jan-31 Jan 2025 03 Feb-07 Feb 2025 10 Feb-14 Feb 2025	ARUSHA DAR ES SALAAM ONLINE
HRMO37	Customer-Centric Marketing: Boost Engagement and Drive Sales	17 Feb-21 Mar 2025 24 Feb-28 Feb 2025 03 Mar-07 Mar 2025	ARUSHA DAR ES SALAAM ONLINE
HRMO38	Crisis Management for Organisation Managers: Navigating Challenges with Confidence	10 Mar-14 Mar 2025 17 Mar-21 Mar 2025 24 Mar-28 Mar 2025	ARUSHA DAR ES SALAAM ONLINE
HRMO39	Building Dynamic Organisational Culture: Employee Engagement Reimagined	31 Mar-04 Apr 2025 07 Apr-11 Apr 2025 14 Apr-18 Apr 2025	ARUSHA DAR ES SALAAM ONLINE
HRMO40	Effective Communications and Crisis Management for the Registrar's Office	21 Apr-25 Apr 2025 28 Apr-02 May 2025 05 May-09 May 2025	ARUSHA DAR ES SALAAM ONLINE
HRMO41	Proactive Academic Integrity and Anti-Cheating Measures for Exams	12 May-16 May 2025 19 May-23 May 2025 26 May-30 May 2025	ARUSHA DAR ES SALAAM ONLINE
HRMO42	Mastering Digital Transformation in Admissions and Examinations	02 Jun-06 Jun 2025 09 Jun-13 Jun 2025 16 Jun-20 Jun 2025	ARUSHA DAR ES SALAAM ONLINE
HRMO43	Planning for Success: The Art of Writing Business Plan, Strategic Plan and Business Proposal	23 Jun-27 Jun 2025 30 Jun-04 Jul 2025 07 Jul-11 Jul 2025	ARUSHA DAR ES SALAAM ONLINE
HRMO44	Risk and Crisis Management: Safeguarding Your Organisation	14 Jul-18 Jul 2025 21 Jul-25 Jul 2025 28 Jul-01 Aug 2025	ARUSHA DAR ES SALAAM ONLINE
HRMO45	Business Process Optimization: Enhance Productivity and Profitability	04 Aug-08 Aug 2025 11 Aug-15 Aug 2025 18 Aug-22 Aug 2025	ARUSHA DAR ES SALAAM ONLINE
HRMO46	Business Analysis Essential: Drive Organisational Success	25 Aug-29 Aug 2025 01 Sep-05 Sep 2025 08 Sep-12 Sep 2025	ARUSHA DAR ES SALAAM ONLINE
HRMO47	Strategic Sales and Marketing Essentials: Boost Business Performance	15 Sep-19 Sep 2025 22 Sep-26 Sep 2025 29 Sep-03 Oct 2025	ARUSHA DAR ES SALAAM ONLINE
HRMO48	Key Performance Indicators Essentials: Turning Metrics into Action	06 Oct-10 Oct 2025 13 Oct-17 Oct 2025 20 Oct-24 Oct 2025	ARUSHA DAR ES SALAAM ONLINE

## GENERAL COURSES FOR HR, MANAGERS AND OTHERS

CODES	COURSE TITLE	DATES	VENUE
HRMO49	High-Impact Presentation Techniques: Presenting Quality Contents with Confidence	27 Oct-31 Oct 2025 03 Nov-07 Nov 2025 10 Nov-14 Nov 2025	ARUSHA DAR ES SALAAM ONLINE
HRMO50	Customer-Centric Marketing: Boost Engagement and Drive Sales	17 Nov -21 Nov 2025 24 Nov-28 Nov 2025 01 Dec-05 Dec 2025	ARUSHA DAR ES SALAAM ONLINE
HRMO51	Virtual Collaboration: Managing Remote Teams	08 Dec- 12 Dec 2025 15 Dec-19 Dec 2025 06 Jan-10 Jan 2025	ARUSHA DAR ES SALAAM ONLINE
HRMO52	Human Resources Management: Attracting, Developing and Retaining Top Talent	06 Jan-10 Jan 2025 13 Jan-17 Jan 2025 20 Jan-24 Jan 2025	ARUSHA DAR ES SALAAM ONLINE
HRMO53	Training of Trainers (ToT): A Comprehensive Guide for Trainers	27 Jan-31 Jan 2025 03 Feb-07 Feb 2025 10 Feb-14 Feb 2025	ARUSHA DAR ES SALAAM ONLINE
HRMO54	Stress Management, Employee Well-being, and Team Building for Sustainable Organisations	17 Feb-21 Feb 2025 24 Feb-28 Feb 2025 03 Mar-07 Mar 2025	ARUSHA DAR ES SALAAM ONLINE
HRMO55	HR Due Diligence and Auditing: Comprehensive Examination of HR Processes	10 Mar-14 Mar 2025 17 Mar-21 Mar 2025 24 Mar-28 Mar 2025	ARUSHA DAR ES SALAAM ONLINE
HRMO56	Building Capacity for Employees: Effective Utilization of Online Training	31 Mar-04 April 2025 07 April-11 April 2025 14 April-18 April 2025	ARUSHA DAR ES SALAAM ONLINE
HRMO57	HRIS Essentials: Mastering Workforce Dynamics	21 April-25 April 2025 28 April-02 May 2025 05 May-09 May 2025	ARUSHA DAR ES SALAAM ONLINE
HRMO58	Enhancing Organisational Productivity: Utilizing Tools and Software for Business Processes	12 May-16 May 2025 19 May-23 May 2025 26 May-30 May 2025	ARUSHA DAR ES SALAAM ONLINE
HRMO59	Building Capacity for Employees: Effective Utilization of Online Business Solutions	02 Jun-06 Jun 2025 09 Jun-13 Jun 2025 16 Jun-20 Jun 2025	ARUSHA DAR ES SALAAM ONLINE
HRMO60	Effective Meeting Management and Report Writing: Comprehensive Concepts, Tools and Practice	23 Jun-27 Jun 2025 30 Jun-04 Jul 2025 07 Jul-11 Jul 2025	ARUSHA DAR ES SALAAM ONLINE
HRMO61	Anger Management and Emotional Intelligence	14 Jul-18 Jul 2025 21 Jul-25 Jul 2025 28 Jul-01 Aug 2025	ARUSHA DAR ES SALAAM ONLINE
HRMO62	Retirement Planning: Financial Strategies, Health and Emotional Transition to Retirement	04 Aug-08 Aug 2025 11 Aug-15 Aug 2025 18 Aug-22 Aug 2025	ARUSHA DAR ES SALAAM ONLINE



If you're interested in any of our courses and would like to know more about the fee details, feel free to contact us at +255748557717 for further information

## GENERAL COURSES FOR PERSONAL SECRETARIES

CODES	COURSE TITLE	DATES	VENUE
<b>PS01</b>	Office Management Essentials for Office Management Assistants and Personal Secretaries	25 Aug-29 Aug 2025 01 Sep-05 Sep 2025 08 Sep-12 Sep 2025	ARUSHA DAR ES SALAAM ONLINE
<b>PS02</b>	Effective Secretarial Skills: Office Management Ethics, Confidentiality, Time Management and Tools	15 Sep-19 Sep 2025 22 Sep-26 Sep 2025 29 Sep-03 Oct 2025	ARUSHA DAR ES SALAAM ONLINE
<b>PS03</b>	Efficient Time Management and Effective Communication Skills for Personal Secretaries	06 Oct-10 Oct 2025 13 Oct-17 Oct 2025 20 Oct-24 Oct 2025	ARUSHA DAR ES SALAAM ONLINE
<b>PS04</b>	Advanced Office Organization and Stress Management for Personal Secretaries	27 Oct-31 Oct 2025 03 Nov-07 Nov 2025 10 Nov-14 Nov 2025	ARUSHA DAR ES SALAAM ONLINE
<b>PS05</b>	Professional Email Writing, Business Communication and Correspondence for Personal Secretaries	17 Nov -21 Nov 2025 24 Nov-28 Nov 2025 01 Dec-05 Dec 2025	ARUSHA DAR ES SALAAM ONLINE
<b>PS06</b>	Multitasking Strategies, Tools, and Problem-solving Techniques for Personal Secretaries	08 Dec- 12 Dec 2025 15 Dec-19 Dec 2025 06 Jan-10 Jan 2025	ARUSHA DAR ES SALAAM ONLINE
<b>PS07</b>	Personality Development, Interpersonal Skills and Building Strong Relationships for Personal Secretary	06 Jan-10 Jan 2025 13 Jan-17 Jan 2025 20 Jan-24 Jan 2025	ARUSHA DAR ES SALAAM ONLINE
<b>PS08</b>	Technology Tools for Productivity and Efficiency for Personal Secretaries	27 Jan-31 Jan 2025 03 Feb-07 Feb 2025 10 Feb-14 Feb 2025	ARUSHA DAR ES SALAAM ONLINE
<b>PS09</b>	Effective Meeting and Event Coordination for Personal Secretaries	17 Feb-21 Feb 2025 24 Feb-28 Feb 2025 03 Mar-07 Mar 2025	ARUSHA DAR ES SALAAM ONLINE
<b>PS10</b>	Managing Calendars, Schedules, and Travel Arrangements for Personal Secretaries.	10 Mar-14 Mar 2025 17 Mar-21 Mar 2025 24 Mar-28 Mar 2025	ARUSHA DAR ES SALAAM ONLINE



If you're interested in any of our courses and would like to know more about the fee details, feel free to contact us at +255748557717 for further information

## GENERAL COURSES FOR OFFICE ASSISTANTS

CODES	COURSE TITLE	DATES	VENUE
OA01	Workplace Etiquette, Communication, and Customer Service for Office Assistants	31 Mar-04 April 2025 07 April-11 April 2025 14 April-18 April 2025	ARUSHA DAR ES SALAAM ONLINE
OA02	Basic Computer Skills and Digital Literacy for Office Assistants	21 April-25 April 2025 28 April-02 May 2025 05 May-09 May 2025	ARUSHA DAR ES SALAAM ONLINE
OA03	Effective Management Training for Executives Drivers	12 May-16 May 2025 19 May-23 May 2025 26 May-30 May 2025	ARUSHA DAR ES SALAAM ONLINE
OA04	Effective Time Management and Task Prioritization for Office Assistants	02 Jun-06 Jun 2025 09 Jun-13 Jun 2025 16 Jun-20 Jun 2025	ARUSHA DAR ES SALAAM ONLINE
OA05	Teamwork and Collaboration in an Office Environment for Assistants	23 Jun-27 Jun 2025 30 Jun-04 Jul 2025 07 Jul-11 Jul 2025	ARUSHA DAR ES SALAAM ONLINE
OA06	Document Handling, Records Management, and Filing Systems for Assistants	14 Jul-18 Jul 2025 21 Jul-25 Jul 2025 28 Jul-01 Aug 2025	ARUSHA DAR ES SALAAM ONLINE
OA07	Defensive Driving Techniques and Road Safety for Professional Drivers	04 Aug-08 Aug 2025 11 Aug-15 Aug 2025 18 Aug-22 Aug 2025	ARUSHA DAR ES SALAAM ONLINE
OA08	Vehicle Maintenance and Inspection for Driver Safety and Performance	25 Aug-29 Aug 2025 01 Sep-05 Sep 2025 08 Sep-12 Sep 2025	ARUSHA DAR ES SALAAM ONLINE
OA09	Compliance with Traffic Laws, Regulations, and Hours of Service for Drivers	15 Sep-19 Sep 2025 22 Sep-26 Sep 2025 29 Sep-03 Oct 2025	ARUSHA DAR ES SALAAM ONLINE
OA10	Advanced Driving Skills and Security Awareness for Professional and Diplomatic Drivers	6 Oct - 10 Oct 2025 13 Oct - 17 Oct 2025 20 Oct - 24 Oct 2025	ARUSHA DAR ES SALAAM ONLINE



If you're interested in any of our courses and would like to know more about the fee details, feel free to contact us at +255748557717 for further information



## GENERAL COURSES FOR RECORDS MANAGEMENT STAFF

CODES	COURSE TITLE	DATES	VENUE
RMS01	Records Management: Classification, Indexing, Retention and Disposal Strategies	06 Oct-10 Oct 2025 13 Oct-17 Oct 2025 20 Oct-24 Oct 2025	ARUSHA DAR ES SALAAM ONLINE
RMS02	Electronic, Digital and Clouds Records Systems: Strategies for Effective Records Management	27 Oct-31 Oct 2025 03 Nov-07 Nov 2025 10 Nov-14 Nov 2025	ARUSHA DAR ES SALAAM ONLINE
RMS03	Records Management Ethics, Confidentiality and Security in Organisations	17 Nov -21 Nov 2025 24 Nov-28 Nov 2025 01 Dec-05 Dec 2025	ARUSHA DAR ES SALAAM ONLINE
RMS04	Records Management for Compliance, Audit, Preservation and Disaster Recovery Planning	08 Dec- 12 Dec 2025 15 Dec-19 Dec 2025 06 Jan-10 Jan 2025	ARUSHA DAR ES SALAAM ONLINE



If you're interested in any of our courses and would like to know more about the fee details, feel free to contact us at +255748557717 for further information

## GENERAL COURSES FOR IT

CODES	COURSE TITLE	DATES	VENUE
IT01	High-Impact Presentation Techniques: Technology Utilization in Office Work: Emerging Technologies and Trends in IT	06 Jan-10 Jan 2025 13 Jan-17 Jan 2025 20 Jan-24 Jan 2025	ARUSHA DAR ES SALAAM ONLINE
IT02	IT Security Fundamentals and Threat Mitigation	27 Jan-31 Jan 2025 03 Feb-07 Feb 2025 10 Feb-14 Feb 2025	ARUSHA DAR ES SALAAM ONLINE
IT03	Cybercrime and Digital Forensic	17 Feb-21 Feb 2025 24 Feb-28 Feb 2025 03 Mar-07 Mar 2025	ARUSHA DAR ES SALAAM ONLINE
IT04	Network Infrastructure and Data Communications	10 Mar-14 Mar 2025 17 Mar-21 Mar 2025 24 Mar-28 Mar 2025	ARUSHA DAR ES SALAAM ONLINE
IT05	Network Infrastructure and Data Communications	31 Mar-04 April 2025 07 April-11 April 2025 14 April-18 April 2025	ARUSHA DAR ES SALAAM ONLINE
IT06	Cloud Computing and Virtualization Technologies	21 April-25 April 2025 28 April-02 May 2025 05 May-09 May 2025	ARUSHA DAR ES SALAAM ONLINE
IT07	Cybersecurity Best Practices for IT Professionals	12 May-16 May 2025 19 May-23 May 2025 26 May-30 May 2025	ARUSHA DAR ES SALAAM ONLINE
IT08	Managing IT Projects and Agile Methodologies	02 Jun-06 Jun 2025 09 Jun-13 Jun 2025 16 Jun-20 Jun 2025	ARUSHA DAR ES SALAAM ONLINE
IT09	HRIS Essentials: Mastering Workforce Dynamics	21 April-25 April 2025 28 April-02 May 2025 05 May-09 May 2025	ARUSHA DAR ES SALAAM ONLINE
IT10	Data Collection using Computer-Assisted Personal Interviewing (CAPI)	23 Jun-27 Jun 2025 30 Jun-04 Jul 2025 07 Jul-11 Jul 2025	ARUSHA DAR ES SALAAM ONLINE
IT11	Quantintive Data Analysis with SPSS, STATA& R	14 Jul-18 Jul 2025 21 Jul-25 Jul 2025 28 Jul-01 Aug 2025	ARUSHA DAR ES SALAAM ONLINE
IT12	IT Governance and Compliance Frameworks	04 Aug-08 Aug 2025 11 Aug-15 Aug 2025 18 Aug-22 Aug 2025	ARUSHA DAR ES SALAAM ONLINE
IT13	Data Analytics and Business Intelligence for IT Professionals	25 Aug-29 Aug 2025 01 Sep-05 Sep 2025 08 Sep-12 Sep 2025	ARUSHA DAR ES SALAAM ONLINE
IT14	IT Service Management and ITIL Foundations	15 Sep-19 Sep 2025 22 Sep-26 Sep 2025 29 Sep-03 Oct 2025	ARUSHA DAR ES SALAAM ONLINE
IT15	IT Risk Management and Disaster Recovery Planning	06 Oct-10 Oct 2025 13 Oct-17 Oct 2025 20 Oct-24 Oct 2025	ARUSHA DAR ES SALAAM ONLINE



If you're interested in any of our courses and would like to know more about the fee details, feel free to contact us at +255748557717 for further information

## GENERAL COURSES FOR PROCUREMENT OFFICIALS

CODES	COURSE TITLE	DATES	VENUE
<b>PO01</b>	Strategic Sourcing and Supplier Relationship Management	27 Oct-31 Oct 2025 03 Nov-07 Nov 2025 10 Nov-14 Nov 2025	ARUSHA DAR ES SALAAM ONLINE
<b>PO02</b>	Negotiation Techniques for Procurement Professionals	17 Nov -21 Nov 2025 24 Nov-28 Nov 2025 01 Dec-05 Dec 2025	ARUSHA DAR ES SALAAM ONLINE
<b>PO03</b>	Contract Management and Vendor Performance Evaluation	08 Dec- 12 Dec 2025 15 Dec-19 Dec 2025 06 Jan-10 Jan 2025	ARUSHA DAR ES SALAAM ONLINE
<b>PO04</b>	Ethics and Compliance in Procurement Management	06 Jan-10 Jan 2025 13 Jan-17 Jan 2025 20 Jan-24 Jan 2025	ARUSHA DAR ES SALAAM ONLINE
<b>PO05</b>	e-Procurement Strategies and Implementation	27 Jan-31 Jan 2025 03 Feb-07 Feb 2025 10 Feb-14 Feb 2025	ARUSHA DAR ES SALAAM ONLINE
<b>PO06</b>	Procurement Analytics for Cost Optimization	17 Feb-21 Feb 2025 24 Feb-28 Feb 2025 03 Mar-07 Mar 2025	ARUSHA DAR ES SALAAM ONLINE
<b>PO07</b>	Tender Preparation and Evaluation	10 Mar-14 Mar 2025 17 Mar-21 Mar 2025 24 Mar-28 Mar 2025	ARUSHA DAR ES SALAAM ONLINE
<b>PO08</b>	Procurement Fraud Audit and Investigation	31 Mar-04 April 2025 07 April-11 April 2025 14 April-18 April 2025	ARUSHA DAR ES SALAAM ONLINE
<b>PO09</b>	Sustainable Procurement and Green Supply Chain Management	21 April-25 April 2025 28 April-02 May 2025 05 May-09 May 2025	ARUSHA DAR ES SALAAM ONLINE
<b>PO10</b>	International Procurement and Global Supply Chain Strategies	12 May-16 May 2025 19 May-23 May 2025 26 May-30 May 2025	ARUSHA DAR ES SALAAM ONLINE
<b>PO11</b>	Managing Risks and Challenges in Procurement	02 Jun-06 Jun 2025 09 Jun-13 Jun 2025 16 Jun-20 Jun 2025	ARUSHA DAR ES SALAAM ONLINE
<b>PO12</b>	Effective Communication and Active Listening Skills for Customer Care Professionals	23 Jun-27 Jun 2025 30 Jun-04 Jul 2025 07 Jul-11 Jul 2025	ARUSHA DAR ES SALAAM ONLINE
<b>PO13</b>	Data Analytics and Business Intelligence for World Bank Procurement: Methods, Requirements and Practices	14 Jul-18 Jul 2025 21 Jul-25 Jul 2025 28 Jul-01 Aug 2025	ARUSHA DAR ES SALAAM ONLINE



If you're interested in any of our courses and would like to know more about the fee details, feel free to contact us at +255748557717 for further information

## GENERAL COURSES FOR CUSTOMER SERVICE OFFICIALS

CODES	COURSE TITLE	DATES	VENUE
CS001	Emotional Intelligence for Customer Service Professionals	04 Aug-08 Aug 2025 11 Aug-15 Aug 2025 18 Aug-22 Aug 2025	ARUSHA DAR ES SALAAM ONLINE
CS002	Building Customer Loyalty and Creating Memorable Experiences	25 Aug-29 Aug 2025 01 Sep-05 Sep 2025 08 Sep-12 Sep 2025	ARUSHA DAR ES SALAAM ONLINE
CS003	Handling Difficult Customers and Conflict Resolution in Organisations	15 Sep-19 Sep 2025 22 Sep-26 Sep 2025 29 Sep-03 Oct 2025	ARUSHA DAR ES SALAAM ONLINE
CS004	Customer Journey Mapping, Service Design Thinking and Omnichannel Customer Service in the Digital Era	06 Oct-10 Oct 2025 13 Oct-17 Oct 2025 20 Oct-24 Oct 2025	ARUSHA DAR ES SALAAM ONLINE
CS005	Measuring Customer Satisfaction and Service Quality for Improved Service Delivery	27 Oct-31 Oct 2025 03 Nov-07 Nov 2025 10 Nov-14 Nov 2025	ARUSHA DAR ES SALAAM ONLINE
CS006	Customer Service Leadership and Team Management for Organisation Success	17 Nov -21 Nov 2025 24 Nov-28 Nov 2025 01 Dec-05 Dec 2025	ARUSHA DAR ES SALAAM ONLINE
CS007	Design and Implementantion of Service Delivery Survey	08 Dec- 12 Dec 2025 15 Dec-19 Dec 2025 06 Jan-10 Jan 2025	ARUSHA DAR ES SALAAM ONLINE
CS008	Designing and Implementing Customer Care and Customer Management Programmes	06 Jan-10 Jan 2025 13 Jan-17 Jan 2025 20 Jan-24 Jan 2025	ARUSHA DAR ES SALAAM ONLINE
CS009	Creating a Customer-Centric Culture within Organizations	27 Jan-31 Jan 2025 03 Feb-07 Feb 2025 10 Feb-14 Feb 2025	ARUSHA DAR ES SALAAM ONLINE



If you're interested in any of our courses and would like to know more about the fee details, feel free to contact us at +255748557717 for further information

## GENERAL COURSES FOR LEGAL PROFESSIONALS

CODES	COURSE TITLE	DATES	VENUE
LP01	Legal Research, Drafting, and Writing for Professional Legal Conduct	17 Feb-21 Feb 2025 24 Feb-28 Feb 2025 03 Mar-07 Mar 2025	ARUSHA DAR ES SALAAM ONLINE
LP02	Contract Law and Negotiation Skills for Legal Professionals	10 Mar-14 Mar 2025 17 Mar-21 Mar 2025 24 Mar-28 Mar 2025	ARUSHA DAR ES SALAAM ONLINE
LP03	Intellectual Property Rights and Protection Strategies for Legal Professionals	31 Mar-04 April 2025 07 April-11 April 2025 14 April-18 April 2025	ARUSHA DAR ES SALAAM ONLINE
LP04	Legal Ethics and Professional Responsibility	21 April-25 April 2025 28 April-02 May 2025 05 May-09 May 2025	ARUSHA DAR ES SALAAM ONLINE
LP05	Compliance and Risk Management in Law	12 May-16 May 2025 19 May-23 May 2025 26 May-30 May 2025	ARUSHA DAR ES SALAAM ONLINE
LP06	Litigation Skills for Legal Practitioners	02 Jun-06 Jun 2025 09 Jun-13 Jun 2025 16 Jun-20 Jun 2025	ARUSHA DAR ES SALAAM ONLINE
LP07	Cyber Law and Data Privacy Regulations	23 Jun-27 Jun 2025 30 Jun-04 Jul 2025 07 Jul-11 Jul 2025	ARUSHA DAR ES SALAAM ONLINE
LP08	International Law and Cross-Border Legal Issues	14 Jul-18 Jul 2025 21 Jul-25 Jul 2025 28 Jul-01 Aug 2025	ARUSHA DAR ES SALAAM ONLINE
LP09	Legal Project Management and Presentation Skills	04 Aug-08 Aug 2025 11 Aug-15 Aug 2025 18 Aug-22 Aug 2025	ARUSHA DAR ES SALAAM ONLINE
LP10	Prevention, Detection and Analysis of Corporate Fraud	25 Aug-29 Aug 2025 01 Sep-05 Sep 2025 08 Sep-12 Sep 2025	ARUSHA DAR ES SALAAM ONLINE
LP11	Drafting Commercial Contracts	15 Sep-19 Sep 2025 22 Sep-26 Sep 2025 29 Sep-03 Oct 2025	ARUSHA DAR ES SALAAM ONLINE



If you're interested in any of our courses and would like to know more about the fee details, feel free to contact us at +255748557717 for further information

## GENERAL COURSES FOR PUBLIC RELATIONS PROFESSIONALS

CODES	COURSE TITLE	DATES	VENUE
PRP01	Effective Media Relations and Press Release Writing	06 Oct-10 Oct 2025 13 Oct-17 Oct 2025 20 Oct-24 Oct 2025	ARUSHA DAR ES SALAAM ONLINE
PRP02	Crisis Communication and Reputation Management	27 Oct-31 Oct 2025 03 Nov-07 Nov 2025 10 Nov-14 Nov 2025	ARUSHA DAR ES SALAAM ONLINE
PRP03	Advance Public Relations and Stakeholders Management	17 Nov -21 Nov 2025 24 Nov-28 Nov 2025 01 Dec-05 Dec 2025	ARUSHA DAR ES SALAAM ONLINE
PRP04	Strategic Communication Skills for Women Leaders	08 Dec- 12 Dec 2025 15 Dec-19 Dec 2025 06 Jan-10 Jan 2025	ARUSHA DAR ES SALAAM ONLINE
PRP05	Social Media Management for PR Professionals	06 Jan-10 Jan 2025 13 Jan-17 Jan 2025 20 Jan-24 Jan 2025	ARUSHA DAR ES SALAAM ONLINE
PRP06	Building and Managing Influencer Relations for PR Professionals	27 Jan-31 Jan 2025 03 Feb-07 Feb 2025 10 Feb-14 Feb 2025	ARUSHA DAR ES SALAAM ONLINE
PRP07	Event Planning and Execution for PR Campaigns	17 Feb-21 Feb 2025 24 Feb-28 Feb 2025 03 Mar-07 Mar 2025	ARUSHA DAR ES SALAAM ONLINE
PRP08	Internal Communication Strategies for Organizations	10 Mar-14 Mar 2025 17 Mar-21 Mar 2025 24 Mar-28 Mar 2025	ARUSHA DAR ES SALAAM ONLINE
PRP09	Measuring PR Impact and Return on Investment	31 Mar-04 April 2025 07 April-11 April 2025 14 April-18 April 2025	ARUSHA DAR ES SALAAM ONLINE
PRP10	Branding and Image Building in Public Relations	21 April-25 April 2025 28 April-02 May 2025 05 May-09 May 2025	ARUSHA DAR ES SALAAM ONLINE
PRP11	Corporate Social Responsibility and PR Campaigns	12 May-16 May 2025 19 May-23 May 2025 26 May-30 May 2025	ARUSHA DAR ES SALAAM ONLINE



If you're interested in any of our courses and would like to know more about the fee details, feel free to contact us at +255748557717 for further information

## GENERAL COURSES FOR MARKETING AND SALES PROFESSIONALS

CODES	COURSE TITLE	DATES	VENUE
MSP01	Marketing Strategies and Planning for Business Success	02 Jun-06 Jun 2025 09 Jun-13 Jun 2025 16 Jun-20 Jun 2025	ARUSHA DAR ES SALAAM ONLINE
MSP02	Consumer Behavior and Market Research Techniques	23 Jun-27 Jun 2025 30 Jun-04 Jul 2025 07 Jul-11 Jul 2025	ARUSHA DAR ES SALAAM ONLINE
MSP03	Digital Marketing: Strategies and Best Practices	14 Jul-18 Jul 2025 21 Jul-25 Jul 2025 28 Jul-01 Aug 2025	ARUSHA DAR ES SALAAM ONLINE
MSP04	Brand Management and Positioning Strategies	04 Aug-08 Aug 2025 11 Aug-15 Aug 2025 18 Aug-22 Aug 2025	ARUSHA DAR ES SALAAM ONLINE
MSP05	Business Research and Analytics	25 Aug-29 Aug 2025 01 Sep-05 Sep 2025 08 Sep-12 Sep 2025	ARUSHA DAR ES SALAAM ONLINE
MSP06	Sales Techniques and Relationship Building for Marketing and Sales Professionals	15 Sep-19 Sep 2025 22 Sep-26 Sep 2025 29 Sep-03 Oct 2025	ARUSHA DAR ES SALAAM ONLINE
MSP07	Customer Relationship Management (CRM) Systems and Customer Management Skills	06 Oct-10 Oct 2025 13 Oct-17 Oct 2025 20 Oct-24 Oct 2025	ARUSHA DAR ES SALAAM ONLINE
MSP08	Advertising and Publicity in Marketing Campaigns	27 Oct-31 Oct 2025 03 Nov-07 Nov 2025 10 Nov-14 Nov 2025	ARUSHA DAR ES SALAAM ONLINE
MSP09	Marketing Analytics and Performance Measurement	17 Nov -21 Nov 2025 24 Nov-28 Nov 2025 01 Dec-05 Dec 2025	ARUSHA DAR ES SALAAM ONLINE
MSP10	International Marketing and Global Expansion Strategies	08 Dec- 12 Dec 2025 15 Dec-19 Dec 2025 06 Jan-10 Jan 2025	ARUSHA DAR ES SALAAM ONLINE



If you're interested in any of our courses and would like to know more about the fee details, feel free to contact us at +255748557717 for further information

## GENERAL COURSES FOR ACCOUNTING PROFESSIONALS

CODES	COURSE TITLE	DATES	VENUE
AP01	Financial Analysis and Reporting for Accountants	06 Jan-10 Jan 2025 13 Jan-17 Jan 2025 20 Jan-24 Jan 2025	ARUSHA DAR ES SALAAM ONLINE
AP02	Tax Planning and Compliance Strategies	27 Jan-31 Jan 2025 03 Feb-07 Feb 2025 10 Feb-14 Feb 2025	ARUSHA DAR ES SALAAM ONLINE
AP03	Security Analysis and Portfolio Management	17 Feb-21 Feb 2025 24 Feb-28 Feb 2025 03 Mar-07 Mar 2025	ARUSHA DAR ES SALAAM ONLINE
AP04	Advanced Excel for Accountants: Data Analysis and Visualization	10 Mar-14 Mar 2025 17 Mar-21 Mar 2025 24 Mar-28 Mar 2025	ARUSHA DAR ES SALAAM ONLINE
AP05	Internal Controls and Fraud Prevention in Accounting	31 Mar-04 April 2025 07 April-11 April 2025 14 April-18 April 2025	ARUSHA DAR ES SALAAM ONLINE
AP06	Budgeting and Forecasting Techniques for Accountants	21 April-25 April 2025 28 April-02 May 2025 05 May-09 May 2025	ARUSHA DAR ES SALAAM ONLINE
AP07	International Financial Reporting Standards (IFRS) and GAAP	12 May-16 May 2025 19 May-23 May 2025 26 May-30 May 2025	ARUSHA DAR ES SALAAM ONLINE
AP08	Cost and Pricing for Profit Making Organizations	02 Jun-06 Jun 2025 09 Jun-13 Jun 2025 16 Jun-20 Jun 2025	ARUSHA DAR ES SALAAM ONLINE
AP09	Auditing Principles and Practices	23 Jun-27 Jun 2025 30 Jun-04 Jul 2025 07 Jul-11 Jul 2025	ARUSHA DAR ES SALAAM ONLINE
AP10	Cost Analysis, Control and Optimization	14 Jul-18 Jul 2025 21 Jul-25 Jul 2025 28 Jul-01 Aug 2025	ARUSHA DAR ES SALAAM ONLINE
AP11	Cost Accounting and Managerial Decision-Making	04 Aug-08 Aug 2025 11 Aug-15 Aug 2025 18 Aug-22 Aug 2025	ARUSHA DAR ES SALAAM ONLINE
AP12	Financial Management for Non-Finance Professionals	25 Aug-29 Aug 2025 01 Sep-05 Sep 2025 08 Sep-12 Sep 2025	ARUSHA DAR ES SALAAM ONLINE
AP13	Ethical Issues in Accounting and Professional Conduct	15 Sep-19 Sep 2025 22 Sep-26 Sep 2025 29 Sep-03 Oct 2025	ARUSHA DAR ES SALAAM ONLINE
AP14	Computer Based Financial Management	06 Oct-10 Oct 2025 13 Oct-17 Oct 2025 20 Oct-24 Oct 2025	ARUSHA DAR ES SALAAM ONLINE
AP15	Public Finance and Taxation in Practice	27 Oct-31 Oct 2025 03 Nov-07 Nov 2025 10 Nov-14 Nov 2025	ARUSHA DAR ES SALAAM ONLINE
AP16	Perspective on Cost Accounting for Public Sector	17 Nov -21 Nov 2025 24 Nov-28 Nov 2025 01 Dec-05 Dec 2025	ARUSHA DAR ES SALAAM ONLINE



## GENERAL COURSES FOR ACCOUNTING PROFESSIONALS

CODES	COURSE TITLE	DATES	VENUE
AP17	Block-Chain Fundamentals for Accounting and Finance Professionals	08 Dec- 12 Dec 2025 15 Dec-19 Dec 2025 06 Jan-10 Jan 2025	ARUSHA DAR ES SALAAM ONLINE
AP18	Tax Avoidance and Tax Evasion: Practical Advice, Best Practice- Strategies	06 Jan-10 Jan 2025 13 Jan-17 Jan 2025 20 Jan-24 Jan 2025	ARUSHA DAR ES SALAAM ONLINE
AP19	Accounting Software packages	27 Jan-31 Jan 2025 03 Feb-07 Feb 2025 10 Feb-14 Feb 2025	ARUSHA DAR ES SALAAM ONLINE



If you're interested in any of our courses and would like to know more about the fee details, feel free to contact us at +255748557717 for further information

## GENERAL COURSES FOR ADMINISTRATORS

CODES	COURSE TITLE	DATES	VENUE
ADM01	Effective Time Management and Productivity Boosting for Administrators	17 Feb-21 Feb 2025 24 Feb-28 Feb 2025 03 Mar-07 Mar 2025	ARUSHA DAR ES SALAAM ONLINE
ADM02	Business Writing and Communication Skills for Administrators	10 Mar-14 Mar 2025 17 Mar-21 Mar 2025 24 Mar-28 Mar 2025	ARUSHA DAR ES SALAAM ONLINE
ADM03	Introduction to Cloud Computing and Online Collaboration tools for Administrative Assistants	31 Mar-04 April 2025 07 April-11 April 2025 14 April-18 April 2025	ARUSHA DAR ES SALAAM ONLINE
ADM04	Project Management for Administrative Professionals	21 April-25 April 2025 28 April-02 May 2025 05 May-09 May 2025	ARUSHA DAR ES SALAAM ONLINE
ADM05	Strategic Thinking and Problem-Solving in Administration	12 May-16 May 2025 19 May-23 May 2025 26 May-30 May 2025	ARUSHA DAR ES SALAAM ONLINE
ADM06	Protocol and Event Management	02 Jun-06 Jun 2025 09 Jun-13 Jun 2025 16 Jun-20 Jun 2025	ARUSHA DAR ES SALAAM ONLINE
ADM07	Office Organization and Workflow Optimization	23 Jun-27 Jun 2025 30 Jun-04 Jul 2025 07 Jul-11 Jul 2025	ARUSHA DAR ES SALAAM ONLINE
ADM08	Management and Adaptation in the Workplace	14 Jul-18 Jul 2025 21 Jul-25 Jul 2025 28 Jul-01 Aug 2025	ARUSHA DAR ES SALAAM ONLINE
ADM09	Leadership and Motivation for Administrative Teams	04 Aug-08 Aug 2025 11 Aug-15 Aug 2025 18 Aug-22 Aug 2025	ARUSHA DAR ES SALAAM ONLINE
ADM10	Prevention, DetConflict Resolution and Negotiation Skills in Administration ection and Analysis of Corporate Fraud	25 Aug-29 Aug 2025 01 Sep-05 Sep 2025 08 Sep-12 Sep 2025	ARUSHA DAR ES SALAAM ONLINE
ADM11	Risk Assessment and Crisis Management for Administrators	15 Sep-19 Sep 2025 22 Sep-26 Sep 2025 29 Sep-03 Oct 2025	ARUSHA DAR ES SALAAM ONLINE



If you're interested in any of our courses and would like to know more about the fee details, feel free to contact us at +255748557717 for further information

## GENERAL COURSES FOR BANKERS

CODES	COURSE TITLE	DATES	VENUE
<b>BK01</b>	Financial Risk Management and Fraud Prevention Strategies for Bank Staff and Officials	06 Oct-10 Oct 2025 13 Oct-17 Oct 2025 20 Oct-24 Oct 2025	ARUSHA DAR ES SALAAM ONLINE
<b>BK02</b>	Advanced Excel Techniques for Data Analysis and Reporting in Banking	27 Oct-31 Oct 2025 03 Nov-07 Nov 2025 10 Nov-14 Nov 2025	ARUSHA DAR ES SALAAM ONLINE
<b>BK03</b>	Mortgage Markets and Financial Stability	17 Nov -21 Nov 2025 24 Nov-28 Nov 2025 01 Dec-05 Dec 2025	ARUSHA DAR ES SALAAM ONLINE
<b>BK04</b>	Strategic Leadership and Decision-Making for Bank Staff and Officials	08 Dec- 12 Dec 2025 15 Dec-19 Dec 2025 06 Jan-10 Jan 2025	ARUSHA DAR ES SALAAM ONLINE
<b>BK05</b>	Internal Controls and Fraud Prevention in Accounting	06 Jan-10 Jan 2025 13 Jan-17 Jan 2025 20 Jan-24 Jan 2025	ARUSHA DAR ES SALAAM ONLINE
<b>BK06</b>	Selling Treasury and Corporate Banking Products	27 Jan-31 Jan 2025 03 Feb-07 Feb 2025 10 Feb-14 Feb 2025	ARUSHA DAR ES SALAAM ONLINE
<b>BK07</b>	Regulatory Compliance and Governance for Bank Staff and Officials	17 Feb-21 Feb 2025 24 Feb-28 Feb 2025 03 Mar-07 Mar 2025	ARUSHA DAR ES SALAAM ONLINE
<b>BK08</b>	Cybersecurity and Information Protection in Banking Operations	10 Mar-14 Mar 2025 17 Mar-21 Mar 2025 24 Mar-28 Mar 2025	ARUSHA DAR ES SALAAM ONLINE
<b>BK09</b>	Payment and Securities Settlement Systems	31 Mar-04 April 2025 07 April-11 April 2025 14 April-18 April 2025	ARUSHA DAR ES SALAAM ONLINE
<b>BK10</b>	Treasury Management and Cash Flow Optimization for Bank Staff and Officials	21 April-25 April 2025 28 April-02 May 2025 05 May-09 May 2025	ARUSHA DAR ES SALAAM ONLINE
<b>BK11</b>	Effective Communication and Negotiation Skills for Bank Staff and Officials	12 May-16 May 2025 19 May-23 May 2025 26 May-30 May 2025	ARUSHA DAR ES SALAAM ONLINE
<b>BK12</b>	Project Management for Bank Staff and Officials: From Planning to Execution	02 Jun-06 Jun 2025 09 Jun-13 Jun 2025 16 Jun-20 Jun 2025	ARUSHA DAR ES SALAAM ONLINE
<b>BK13</b>	Retail Banking Operations and Customer Service Excellence for Bankers	23 Jun-27 Jun 2025 30 Jun-04 Jul 2025 07 Jul-11 Jul 2025	ARUSHA DAR ES SALAAM ONLINE
<b>BK14</b>	Understanding FOREX in your Business	14 Jul-18 Jul 2025 21 Jul-25 Jul 2025 28 Jul-01 Aug 2025	ARUSHA DAR ES SALAAM ONLINE
<b>BK15</b>	Asset and Liability Management for Bank Staff and Officials	04 Aug-08 Aug 2025 11 Aug-15 Aug 2025 18 Aug-22 Aug 2025	ARUSHA DAR ES SALAAM ONLINE
<b>BK16</b>	Innovations in Field of Cashless Payments	25 Aug-29 Aug 2025 01 Sep-05 Sep 2025 08 Sep-12 Sep 2025	ARUSHA DAR ES SALAAM ONLINE

## GENERAL COURSES FOR BANKERS

CODES	COURSE TITLE	DATES	VENUE
<b>BK17</b>	Wealth Management and Financial Advisory Services for Private Banking	15 Sep-19 Sep 2025 22 Sep-26 Sep 2025 29 Sep-03 Oct 2025	ARUSHA DAR ES SALAAM ONLINE
<b>BK18</b>	Financial Modelling and Forecasting Techniques for Bank Staff and Officials	06 Oct-10 Oct 2025 13 Oct-17 Oct 2025 20 Oct-24 Oct 2025	ARUSHA DAR ES SALAAM ONLINE
<b>BK19</b>	Critical Aspects of Trade Finance	27 Oct-31 Oct 2025 03 Nov-07 Nov 2025 10 Nov-14 Nov 2025	ARUSHA DAR ES SALAAM ONLINE
<b>BK20</b>	Digital Marketing Strategies for Bank Staff and Officials	17 Nov -21 Nov 2025 24 Nov-28 Nov 2025 01 Dec-05 Dec 2025	ARUSHA DAR ES SALAAM ONLINE
<b>BK21</b>	Credit Risk Analysis and Loan Underwriting for Bank Staff and Officials	08 Dec- 12 Dec 2025 15 Dec-19 Dec 2025 06 Jan-10 Jan 2025	ARUSHA DAR ES SALAAM ONLINE
<b>BK22</b>	International Trade Finance and Export-Import Financing Concepts	06 Jan-10 Jan 2025 13 Jan-17 Jan 2025 20 Jan-24 Jan 2025	ARUSHA DAR ES SALAAM ONLINE
<b>BK23</b>	Commercial Real Estate Lending and Financing Strategies for Bank Staff and Officials	27 Jan-31 Jan 2025 03 Feb-07 Feb 2025 10 Feb-14 Feb 2025	ARUSHA DAR ES SALAAM ONLINE
<b>BK24</b>	Compliance and Anti-Money Laundering (AML) Practices in Banking	17 Feb-21 Feb 2025 24 Feb-28 Feb 2025 03 Mar-07 Mar 2025	ARUSHA DAR ES SALAAM ONLINE
<b>BK25</b>	Corporate Governace for Top- level Executive in Commercial Banks Emerging Paradigms	10 Mar-14 Mar 2025 17 Mar-21 Mar 2025 24 Mar-28 Mar 2025	ARUSHA DAR ES SALAAM ONLINE
<b>BK26</b>	Financial Markets and Financial Instruments	31 Mar-04 April 2025 07 April-11 April 2025 14 April-18 April 2025	ARUSHA DAR ES SALAAM ONLINE
<b>BK27</b>	Islamic Banking Principles and Practices for Bank Staff and Officials	21 April-25 April 2025 28 April-02 May 2025 05 May-09 May 2025	ARUSHA DAR ES SALAAM ONLINE



If you're interested in any of our courses and would like to know more about the fee details, feel free to contact us at +255748557717 for further information

## GENERAL COURSES FOR GOVERNMENT OFFICIALS

CODES	COURSE TITLE	DATES	VENUE
GO01	Effective Policy Development and Implementation: From Strategy to Action	12 May-16 May 2025 19 May-23 May 2025 26 May-30 May 2025	ARUSHA DAR ES SALAAM ONLINE
GO02	Public Sector Leadership: Navigating Change and Driving Organizational Success	02 Jun-06 Jun 2025 09 Jun-13 Jun 2025 16 Jun-20 Jun 2025	ARUSHA DAR ES SALAAM ONLINE
GO03	Cross-Cultural Communication in Global Leadership	23 Jun-27 Jun 2025 30 Jun-04 Jul 2025 07 Jul-11 Jul 2025	ARUSHA DAR ES SALAAM ONLINE
GO04	Data-Driven Decision Making: Leveraging Analytics for Evidence-Based Governance	14 Jul-18 Jul 2025 21 Jul-25 Jul 2025 28 Jul-01 Aug 2025	ARUSHA DAR ES SALAAM ONLINE
GO05	Stakeholder Engagement and Collaboration: Building Trust and Achieving Results	04 Aug-08 Aug 2025 11 Aug-15 Aug 2025 18 Aug-22 Aug 2025	ARUSHA DAR ES SALAAM ONLINE
GO06	Managing Project for Municipalities and Town Councils	25 Aug-29 Aug 2025 01 Sep-05 Sep 2025 08 Sep-12 Sep 2025	ARUSHA DAR ES SALAAM ONLINE
GO07	Strategic Communication: Engaging and Influencing Public Opinion	15 Sep-19 Sep 2025 22 Sep-26 Sep 2025 29 Sep-03 Oct 2025	ARUSHA DAR ES SALAAM ONLINE
GO08	Ethical Governance: Balancing Accountability and Transparency	06 Oct-10 Oct 2025 13 Oct-17 Oct 2025 20 Oct-24 Oct 2025	ARUSHA DAR ES SALAAM ONLINE
GO09	Innovation in Public Expenditure Management	27 Oct-31 Oct 2025 03 Nov-07 Nov 2025 10 Nov-14 Nov 2025	ARUSHA DAR ES SALAAM ONLINE
GO10	Innovation in Public Service: Driving Efficiency and Effectiveness	17 Nov -21 Nov 2025 24 Nov-28 Nov 2025 01 Dec-05 Dec 2025	ARUSHA DAR ES SALAAM ONLINE
GO11	Sustainable Development: Balancing Economic Growth and Environmental Responsibility	08 Dec- 12 Dec 2025 15 Dec-19 Dec 2025 06 Jan-10 Jan 2025	ARUSHA DAR ES SALAAM ONLINE
GO12	Crisis Management and Disaster Preparedness: Leading Through Challenging Times	06 Jan-10 Jan 2025 13 Jan-17 Jan 2025 20 Jan-24 Jan 2025	ARUSHA DAR ES SALAAM ONLINE
GO13	Result-Based Management: Ensuring Delivery and Performance in Government	27 Jan-31 Jan 2025 03 Feb-07 Feb 2025 10 Feb-14 Feb 2025	ARUSHA DAR ES SALAAM ONLINE
GO14	Public-Private Partnerships: Maximizing Collaboration for Service Delivery	17 Feb-21 Feb 2025 24 Feb-28 Feb 2025 03 Mar-07 Mar 2025	ARUSHA DAR ES SALAAM ONLINE
GO16	Policy Analysis and Evaluation: Evidence-Based Decision Making	10 Mar-14 Mar 2025 17 Mar-21 Mar 2025 24 Mar-28 Mar 2025	ARUSHA DAR ES SALAAM ONLINE

## GENERAL COURSES FOR GOVERNMENT OFFICIALS

CODES	COURSE TITLE	DATES	VENUE
GO16	Leadership in Digital Governance: Harnessing Technology for Public Service	31 Mar-04 April 2025 07 April-11 April 2025 14 April-18 April 2025	ARUSHA DAR ES SALAAM ONLINE
GO17	Public Financial Management: Ensuring Fiscal Accountability and Efficiency	21 April-25 April 2025 28 April-02 May 2025 05 May-09 May 2025	ARUSHA DAR ES SALAAM ONLINE
GO18	Conflict Resolution and Mediation: Strategies for Effective Problem-Solving	12 May-16 May 2025 19 May-23 May 2025 26 May-30 May 2025	ARUSHA DAR ES SALAAM ONLINE
GO19	Global Diplomacy and Negotiation: Building Strong Relationships with International Partners	02 Jun-06 Jun 2025 09 Jun-13 Jun 2025 16 Jun-20 Jun 2025	ARUSHA DAR ES SALAAM ONLINE
GO20	Cybersecurity and Data Privacy: Protecting Digital Assets in the Public Sector	23 Jun-27 Jun 2025 30 Jun-04 Jul 2025 07 Jul-11 Jul 2025	ARUSHA DAR ES SALAAM ONLINE
GO21	Diversity and Inclusion in Government: Enhancing Representation and Empowerment	14 Jul-18 Jul 2025 21 Jul-25 Jul 2025 28 Jul-01 Aug 2025	ARUSHA DAR ES SALAAM ONLINE
GO22	Disaster Risk Reduction and Resilience: Building Sustainable Communities	04 Aug-08 Aug 2025 11 Aug-15 Aug 2025 18 Aug-22 Aug 2025	ARUSHA DAR ES SALAAM ONLINE
GO23	Public Engagement and Participation: Empowering Citizens in the Decision-Making Process	25 Aug-29 Aug 2025 01 Sep-05 Sep 2025 08 Sep-12 Sep 2025	ARUSHA DAR ES SALAAM ONLINE



If you're interested in any of our courses and would like to know more about the fee details, feel free to contact us at +255748557717 for further information

## GENERAL COURSES FOR CEOs & SENIOR MANAGEMENT TEAM

CODES	COURSE TITLE	DATES	VENUE
CSMT01	Strategic Leadership: Navigating Change, Innovation, Growth and Driving Organizational Success	15 Sep-19 Sep 2025 22 Sep-26 Sep 2025 29 Sep-03 Oct 2025	ARUSHA DAR ES SALAAM ONLINE
CSMT02	Innovation and Disruption: Creating a Culture of Constant Improvement	06 Oct-10 Oct 2025 13 Oct-17 Oct 2025 20 Oct-24 Oct 2025	ARUSHA DAR ES SALAAM ONLINE
CSMT03	Data-driven Decision Making: Leveraging Analytics for Competitive Advantage	27 Oct-31 Oct 2025 03 Nov-07 Nov 2025 10 Nov-14 Nov 2025	ARUSHA DAR ES SALAAM ONLINE
CSMT04	Managing Stakeholder Relationships: Building Trust and Collaboration	17 Nov -21 Nov 2025 24 Nov-28 Nov 2025 01 Dec-05 Dec 2025	ARUSHA DAR ES SALAAM ONLINE
CSMT05	Achieving Predictability and Effecting Budgeting Control	08 Dec- 12 Dec 2025 15 Dec-19 Dec 2025 06 Jan-10 Jan 2025	ARUSHA DAR ES SALAAM ONLINE
CSMT06	Leading through Crisis: Effective Crisis Management and Communication	06 Jan-10 Jan 2025 13 Jan-17 Jan 2025 20 Jan-24 Jan 2025	ARUSHA DAR ES SALAAM ONLINE
CSMT07	Management of Microfinance	27 Jan-31 Jan 2025 03 Feb-07 Feb 2025 10 Feb-14 Feb 2025	ARUSHA DAR ES SALAAM ONLINE
CSMT08	Financial Acumen for Non-financial CEOs: Understanding Key Financial Concepts	17 Feb-21 Feb 2025 24 Feb-28 Feb 2025 03 Mar-07 Mar 2025	ARUSHA DAR ES SALAAM ONLINE
CSMT09	Developing High-Performing Teams: Strategies for Building and Leading Talent	10 Mar-14 Mar 2025 17 Mar-21 Mar 2025 24 Mar-28 Mar 2025	ARUSHA DAR ES SALAAM ONLINE
CSMT10	Business Ethics and Corporate Social Responsibility: Balancing Profits and Principles	31 Mar-04 April 2025 07 April-11 April 2025 14 April-18 April 2025	ARUSHA DAR ES SALAAM ONLINE
CSMT11	Macroeconomics Management for Senior Officials	21 April-25 April 2025 28 April-02 May 2025 05 May-09 May 2025	ARUSHA DAR ES SALAAM ONLINE
CSMT12	Negotiation and Conflict Resolution: Strategies for Effective Decision-Making	12 May-16 May 2025 19 May-23 May 2025 26 May-30 May 2025	ARUSHA DAR ES SALAAM ONLINE
CSMT13	Finance of International Trade Insurance	02 Jun-06 Jun 2025 09 Jun-13 Jun 2025 16 Jun-20 Jun 2025	ARUSHA DAR ES SALAAM ONLINE
CSMT14	Future-proofing Your Business: Anticipating and Responding to Industry Disruptions	23 Jun-27 Jun 2025 30 Jun-04 Jul 2025 07 Jul-11 Jul 2025	ARUSHA DAR ES SALAAM ONLINE
CSMT15	Leadership Excellence: Inspiring and Motivating High-Performing Teams	14 Jul-18 Jul 2025 21 Jul-25 Jul 2025 28 Jul-01 Aug 2025	ARUSHA DAR ES SALAAM ONLINE

## GENERAL COURSES FOR CEOs & SENIOR MANAGEMENT TEAM

CODES	COURSE TITLE	DATES	VENUE
CSMT16	Digital Transformation: Harnessing Technology for Competitive Advantage	04 Aug-08 Aug 2025 11 Aug-15 Aug 2025 18 Aug-22 Aug 2025	ARUSHA DAR ES SALAAM ONLINE
CSMT17	Financial Intelligence: Making Informed Decisions for Long-Term Success	25 Aug-29 Aug 2025 01 Sep-05 Sep 2025 08 Sep-12 Sep 2025	ARUSHA DAR ES SALAAM ONLINE
CSMT18	Ethical Leadership: Building Trust and Creating a Culture of Integrity	15 Sep-19 Sep 2025 22 Sep-26 Sep 2025 29 Sep-03 Oct 2025	ARUSHA DAR ES SALAAM ONLINE
CSMT19	Managing Risk: Strategies for Sustainable Growth and Resilience	06 Oct-10 Oct 2025 13 Oct-17 Oct 2025 20 Oct-24 Oct 2025	ARUSHA DAR ES SALAAM ONLINE
CSMT20	Change Management: Leading Successful Organizational Change	27 Oct-31 Oct 2025 03 Nov-07 Nov 2025 10 Nov-14 Nov 2025	ARUSHA DAR ES SALAAM ONLINE
CSMT21	Strategic Partnerships and Alliances: Maximizing Collaborative Opportunities	17 Nov -21 Nov 2025 24 Nov-28 Nov 2025 01 Dec-05 Dec 2025	ARUSHA DAR ES SALAAM ONLINE
CSMT22	Talent Management: Attracting, Retaining, and Developing Top Performers	08 Dec- 12 Dec 2025 15 Dec-19 Dec 2025 06 Jan-10 Jan 2025	ARUSHA DAR ES SALAAM ONLINE
CSMT23	Leading with Emotional Intelligence: Leveraging EQ for Effective Leadership	06 Jan-10 Jan 2025 13 Jan-17 Jan 2025 20 Jan-24 Jan 2025	ARUSHA DAR ES SALAAM ONLINE
CSMT24	Executive Presence and Personal Branding: Enhancing Your Leadership Impact	27 Jan-31 Jan 2025 03 Feb-07 Feb 2025 10 Feb-14 Feb 2025	ARUSHA DAR ES SALAAM ONLINE



If you're interested in any of our courses and would like to know more about the fee details, feel free to contact us at +255748557717 for further information



## GENERAL COURSES FOR PERSONNEL IN THE TOURISM, HOTEL, AND LEISURE INDUSTRY

CODES	COURSE TITLE	DATES	VENUE
THLI01	Hospitality Management Fundamentals for Hotel and Lodge Managers	17 Feb-21 Feb 2025 24 Feb-28 Feb 2025 03 Mar-07 Mar 2025	ARUSHA DAR ES SALAAM ONLINE
THLI02	Effective Customer Service in the Hospitality Industry	10 Mar-14 Mar 2025 17 Mar-21 Mar 2025 24 Mar-28 Mar 2025	ARUSHA DAR ES SALAAM ONLINE
THLI03	Revenue Management Strategies for Hotels and Lodges	31 Mar-04 April 2025 07 April-11 April 2025 14 April-18 April 2025	ARUSHA DAR ES SALAAM ONLINE
THLI04	Front Office Operations and Reservation Management	21 April-25 April 2025 28 April-02 May 2025 05 May-09 May 2025	ARUSHA DAR ES SALAAM ONLINE
THLI05	Food and Beverage Management in the Hospitality Industry	12 May-16 May 2025 19 May-23 May 2025 26 May-30 May 2025	ARUSHA DAR ES SALAAM ONLINE
THLI06	Housekeeping and Facility Management in Hotels and Lodges	02 Jun-06 Jun 2025 09 Jun-13 Jun 2025 16 Jun-20 Jun 2025	ARUSHA DAR ES SALAAM ONLINE
THLI07	Risk Management and Security in the Hospitality Industry	23 Jun-27 Jun 2025 30 Jun-04 Jul 2025 07 Jul-11 Jul 2025	ARUSHA DAR ES SALAAM ONLINE
THLI08	Marketing and Sales Strategies for Hotels and Lodges	14 Jul-18 Jul 2025 21 Jul-25 Jul 2025 28 Jul-01 Aug 2025	ARUSHA DAR ES SALAAM ONLINE
THLI09	Event Planning and Management for Hotels and Lodges	04 Aug-08 Aug 2025 11 Aug-15 Aug 2025 18 Aug-22 Aug 2025	ARUSHA DAR ES SALAAM ONLINE
THLI10	Leadership and Team Building in the Hospitality Industry	25 Aug-29 Aug 2025 01 Sep-05 Sep 2025 08 Sep-12 Sep 2025	ARUSHA DAR ES SALAAM ONLINE
THLI11	Managing Online Reputation for Hotels and Lodges	15 Sep-19 Sep 2025 22 Sep-26 Sep 2025 29 Sep-03 Oct 2025	ARUSHA DAR ES SALAAM ONLINE
THLI12	Creating Memorable Guest Experiences in Hospitality	06 Oct-10 Oct 2025 13 Oct-17 Oct 2025 20 Oct-24 Oct 2025	ARUSHA DAR ES SALAAM ONLINE
THLI13	Effective Communication Skills for Hotel and Lodge Managers	27 Oct-31 Oct 2025 03 Nov-07 Nov 2025 10 Nov-14 Nov 2025	ARUSHA DAR ES SALAAM ONLINE
THLI14	Managing Hospitality Technology and Systems for Effective Performance	17 Nov -21 Nov 2025 24 Nov-28 Nov 2025 01 Dec-05 Dec 2025	ARUSHA DAR ES SALAAM ONLINE
THLI15	Strategic Planning for Hospitality Businesses	08 Dec- 12 Dec 2025 15 Dec-19 Dec 2025 06 Jan-10 Jan 2025	ARUSHA DAR ES SALAAM ONLINE

## GENERAL COURSES FOR PERSONNEL IN THE TOURISM, HOTEL, AND LEISURE INDUSTRY

CODES	COURSE TITLE	DATES	VENUE
<b>THLI16</b>	Financial Management for Hotels and Lodges	06 Jan-10 Jan 2025 13 Jan-17 Jan 2025 20 Jan-24 Jan 2025	ARUSHA DAR ES SALAAM ONLINE
<b>THLI17</b>	Customer Relationship Management in the Hotel Industry: Enhancing Technological Tools and Practices	27 Jan-31 Jan 2025 03 Feb-07 Feb 2025 10 Feb-14 Feb 2025	ARUSHA DAR ES SALAAM ONLINE
<b>THLI18</b>	Managing Employee Training and Development in Hospitality	17 Feb-21 Feb 2025 24 Feb-28 Feb 2025 03 Mar-07 Mar 2025	ARUSHA DAR ES SALAAM ONLINE
<b>THLI19</b>	Tour Operations Management Fundamentals	10 Mar-14 Mar 2025 17 Mar-21 Mar 2025 24 Mar-28 Mar 2025	ARUSHA DAR ES SALAAM ONLINE
<b>THLI20</b>	Creating Unique and Memorable Travel Experiences	31 Mar-04 April 2025 07 April-11 April 2025 14 April-18 April 2025	ARUSHA DAR ES SALAAM ONLINE
<b>THLI21</b>	Marketing and Promoting Tour Packages	21 April-25 April 2025 28 April-02 May 2025 05 May-09 May 2025	ARUSHA DAR ES SALAAM ONLINE
<b>THLI22</b>	Effective Customer Relationship Management for Tour Operators	12 May-16 May 2025 19 May-23 May 2025 26 May-30 May 2025	ARUSHA DAR ES SALAAM ONLINE
<b>THLI23</b>	Logistics and Transportation Management for Tour Operators	02 Jun-06 Jun 2025 09 Jun-13 Jun 2025 16 Jun-20 Jun 2025	ARUSHA DAR ES SALAAM ONLINE
<b>THLI24</b>	Tour Pricing and Revenue Management Strategies	23 Jun-27 Jun 2025 30 Jun-04 Jul 2025 07 Jul-11 Jul 2025	ARUSHA DAR ES SALAAM ONLINE
<b>THLI25</b>	Cultural Awareness and Sensitivity for Tour Operators	14 Jul-18 Jul 2025 21 Jul-25 Jul 2025 28 Jul-01 Aug 2025	ARUSHA DAR ES SALAAM ONLINE
<b>THLI26</b>	Risk Management and Safety Protocols for Tour Operators Senior Officials	04 Aug-08 Aug 2025 11 Aug-15 Aug 2025 18 Aug-22 Aug 2025	ARUSHA DAR ES SALAAM ONLINE
<b>THLI27</b>	Effective Tour Guide Training and Storytelling Techniques	25 Aug-29 Aug 2025 01 Sep-05 Sep 2025 08 Sep-12 Sep 2025	ARUSHA DAR ES SALAAM ONLINE
<b>THLI28</b>	Negotiation and Contracting Skills for Tour Operators	15 Sep-19 Sep 2025 22 Sep-26 Sep 2025 29 Sep-03 Oct 2025	ARUSHA DAR ES SALAAM ONLINE
<b>THLI29</b>	Social Media Marketing for Tour Operators	06 Oct-10 Oct 2025 13 Oct-17 Oct 2025 20 Oct-24 Oct 2025	ARUSHA DAR ES SALAAM ONLINE
<b>THLI30</b>	Managing Partnerships and Alliances in Tour Operations	27 Oct-31 Oct 2025 03 Nov-07 Nov 2025 10 Nov-14 Nov 2025	ARUSHA DAR ES SALAAM ONLINE

## GENERAL COURSES FOR PERSONNEL IN THE TOURISM, HOTEL, AND LEISURE INDUSTRY

CODES	COURSE TITLE	DATES	VENUE
THLI31	Designing and Developing Customized Tour Itineraries	17 Nov -21 Nov 2025 24 Nov-28 Nov 2025 01 Dec-05 Dec 2025	ARUSHA DAR ES SALAAM ONLINE
THLI32	Business Development Strategies for Tour Operators	08 Dec- 12 Dec 2025 15 Dec-19 Dec 2025 06 Jan-10 Jan 2025	ARUSHA DAR ES SALAAM ONLINE
THLI33	HR Fundamentals for the Leisure Industry	06 Jan-10 Jan 2025 13 Jan-17 Jan 2025 20 Jan-24 Jan 2025	ARUSHA DAR ES SALAAM ONLINE
THLI34	Recruitment and Selection Strategies for the Leisure Industry	27 Jan-31 Jan 2025 03 Feb-07 Feb 2025 10 Feb-14 Feb 2025	ARUSHA DAR ES SALAAM ONLINE
THLI35	Performance Management and Appraisal in the Leisure Industry	17 Feb-21 Feb 2025 24 Feb-28 Feb 2025 03 Mar-07 Mar 2025	ARUSHA DAR ES SALAAM ONLINE
THLI36	Employee Engagement and Retention in Leisure Businesses	10 Mar-14 Mar 2025 17 Mar-21 Mar 2025 24 Mar-28 Mar 2025	ARUSHA DAR ES SALAAM ONLINE
THLI37	Diversity and Inclusion in Leisure Organizations	31 Mar-04 April 2025 07 April-11 April 2025 14 April-18 April 2025	ARUSHA DAR ES SALAAM ONLINE
THLI38	Managing Employee Relations in the Leisure Industry	21 April-25 April 2025 28 April-02 May 2025 05 May-09 May 2025	ARUSHA DAR ES SALAAM ONLINE
THLI39	Compensation and Benefits Practices in Leisure Businesses	12 May-16 May 2025 19 May-23 May 2025 26 May-30 May 2025	ARUSHA DAR ES SALAAM ONLINE
THLI40	Advanced Customer Service for Tour Operators	02 Jun-06 Jun 2025 09 Jun-13 Jun 2025 16 Jun-20 Jun 2025	ARUSHA DAR ES SALAAM ONLINE
THLI41	Tour Operations: Management and Strategy for Successful Tour Business	23 Jun-27 Jun 2025 30 Jun-04 Jul 2025 07 Jul-11 Jul 2025	ARUSHA DAR ES SALAAM ONLINE
THLI42	Travel and Tourism Marketing Essentials	14 Jul-18 Jul 2025 21 Jul-25 Jul 2025 28 Jul-01 Aug 2025	ARUSHA DAR ES SALAAM ONLINE
THLI43	Effective Crisis Management for Tour Operators	04 Aug-08 Aug 2025 11 Aug-15 Aug 2025 18 Aug-22 Aug 2025	ARUSHA DAR ES SALAAM ONLINE
THLI44	Tour Operators and Digital Transformation	25 Aug-29 Aug 2025 01 Sep-05 Sep 2025 08 Sep-12 Sep 2025	ARUSHA DAR ES SALAAM ONLINE
THLI45	Tour Packages Creation and Pricing Strategies	15 Sep-19 Sep 2025 22 Sep-26 Sep 2025 29 Sep-03 Oct 2025	ARUSHA DAR ES SALAAM ONLINE

## GENERAL COURSES FOR PERSONNEL IN THE TOURISM, HOTEL, AND LEISURE INDUSTRY

CODES	COURSE TITLE	DATES	VENUE
THLI46	Navigating Legal, Ethical, Cultural Sensitivity and Risk Management in Tour Operation	06 Oct-10 Oct 2025 13 Oct-17 Oct 2025 20 Oct-24 Oct 2025	ARUSHA DAR ES SALAAM ONLINE
THLI47	Adventure Tour Operation, Tour Guiding, and Tour Management	27 Oct-31 Oct 2025 03 Nov-07 Nov 2025 10 Nov-14 Nov 2025	ARUSHA DAR ES SALAAM ONLINE



If you're interested in any of our courses and would like to know more about the fee details, feel free to contact us at +25574-8557717 for further information

## GENERAL COURSES FOR INSURANCE PROFESSIONALS

CODES	COURSE TITLE	DATES	VENUE
IP01	Insurance Sales and Marketing Strategies	17 Nov -21 Nov 2025 24 Nov-28 Nov 2025 01 Dec-05 Dec 2025	ARUSHA DAR ES SALAAM ONLINE
IP02	Risk Assessment, Evaluation and Management for Insurance Professionals	08 Dec- 12 Dec 2025 15 Dec-19 Dec 2025 06 Jan-10 Jan 2025	ARUSHA DAR ES SALAAM ONLINE
IP03	Claims Handling and Processing in Insurance for Satisfactory Customer Experience	06 Jan-10 Jan 2025 13 Jan-17 Jan 2025 20 Jan-24 Jan 2025	ARUSHA DAR ES SALAAM ONLINE
IP04	Insurance Fraud Detection and Prevention	27 Jan-31 Jan 2025 03 Feb-07 Feb 2025 10 Feb-14 Feb 2025	ARUSHA DAR ES SALAAM ONLINE
IP05	Insurance Law, Ethics and Work Culture: Meeting Organisational and Customer Needs	17 Feb-21 Feb 2025 24 Feb-28 Feb 2025 03 Mar-07 Mar 2025	ARUSHA DAR ES SALAAM ONLINE
IP06	Cyber Insurance and Data Security and Reinsurance in the Insurance Industry	10 Mar-14 Mar 2025 17 Mar-21 Mar 2025 24 Mar-28 Mar 2025	ARUSHA DAR ES SALAAM ONLINE
IP07	Customer Relationship Management for Insurance Professionals	31 Mar-04 April 2025 07 April-11 April 2025 14 April-18 April 2025	ARUSHA DAR ES SALAAM ONLINE
IP08	Insurance Compliance and Regulatory Practices	21 April-25 April 2025 28 April-02 May 2025 05 May-09 May 2025	ARUSHA DAR ES SALAAM ONLINE
IP09	Insurance Technologies and Innovations: Utilizing Technology for Effective Performance	12 May-16 May 2025 19 May-23 May 2025 26 May-30 May 2025	ARUSHA DAR ES SALAAM ONLINE
IP10	Insurance Claims Adjusting and Negotiation	02 Jun-06 Jun 2025 09 Jun-13 Jun 2025 16 Jun-20 Jun 2025	ARUSHA DAR ES SALAAM ONLINE



If you're interested in any of our courses and would like to know more about the fee details, feel free to contact us at +255748557717 for further information

## GENERAL COURSES FOR PROJECT MANAGEMENT PERSONNEL

CODES	COURSE TITLE	DATES	VENUE
PM01	Project Risk Management Essentials and Stakeholder Management Techniques	23 Jun-27 Jun 2025 30 Jun-04 Jul 2025 07 Jul-11 Jul 2025	ARUSHA DAR ES SALAAM ONLINE
PM02	Leadership Skills and Strategic Management for Project Managers	14 Jul-18 Jul 2025 21 Jul-25 Jul 2025 28 Jul-01 Aug 2025	ARUSHA DAR ES SALAAM ONLINE
PM03	Budgeting and Cost Control in Project Management	04 Aug-08 Aug 2025 11 Aug-15 Aug 2025 18 Aug-22 Aug 2025	ARUSHA DAR ES SALAAM ONLINE
PM04	Quality Management and Conflict Resolution in Project Management	25 Aug-29 Aug 2025 01 Sep-05 Sep 2025 08 Sep-12 Sep 2025	ARUSHA DAR ES SALAAM ONLINE
PM05	Infrastructure Asset Management for Sustainable Development	15 Sep-19 Sep 2025 22 Sep-26 Sep 2025 29 Sep-03 Oct 2025	ARUSHA DAR ES SALAAM ONLINE
PM06	Project Procurement and Contract Management	06 Oct-10 Oct 2025 13 Oct-17 Oct 2025 20 Oct-24 Oct 2025	ARUSHA DAR ES SALAAM ONLINE
PM07	Time Management, Team Building and Collaboration for Project Success: Tools and Strategies	27 Oct-31 Oct 2025 03 Nov-07 Nov 2025 10 Nov-14 Nov 2025	ARUSHA DAR ES SALAAM ONLINE
PM08	Change Management, Project Evaluation and Monitoring Techniques in Projects	17 Nov -21 Nov 2025 24 Nov-28 Nov 2025 01 Dec-05 Dec 2025	ARUSHA DAR ES SALAAM ONLINE
PM09	Humanitarian Programme: Managing programs & projects	08 Dec- 12 Dec 2025 15 Dec-19 Dec 2025 06 Jan-10 Jan 2025	ARUSHA DAR ES SALAAM ONLINE
PM10	Project Documentation and Reporting	06 Jan-10 Jan 2025 13 Jan-17 Jan 2025 20 Jan-24 Jan 2025	ARUSHA DAR ES SALAAM ONLINE
PM11	Project Resource Management: Strategies and Tools for Effective Resource Management	27 Jan-31 Jan 2025 03 Feb-07 Feb 2025 10 Feb-14 Feb 2025	ARUSHA DAR ES SALAAM ONLINE
PM12	Leading Virtual Project Teams and Ethical Considerations in Project Management	17 Feb-21 Feb 2025 24 Feb-28 Feb 2025 03 Mar-07 Mar 2025	ARUSHA DAR ES SALAAM ONLINE



If you're interested in any of our courses and would like to know more about the fee details, feel free to contact us at +255748557717 for further information

## GENERAL COURSES FOR NGOS

CODES	COURSE TITLE	DATES	VENUE
NGO01	Grant Writing, Proposal Development and Fundraising Strategies for NGOs	10 Mar-14 Mar 2025 17 Mar-21 Mar 2025 24 Mar-28 Mar 2025	ARUSHA DAR ES SALAAM ONLINE
NGO02	Strategic Planning for Nonprofits: Reimagining the Future of the Organisation	31 Mar-04 April 2025 07 April-11 April 2025 14 April-18 April 2025	ARUSHA DAR ES SALAAM ONLINE
NGO03	Project, Financial and Human Resource Management for NGOs	21 April-25 April 2025 28 April-02 May 2025 05 May-09 May 2025	ARUSHA DAR ES SALAAM ONLINE
NGO04	Monitoring and Evaluation in the NGO Sector	12 May-16 May 2025 19 May-23 May 2025 26 May-30 May 2025	ARUSHA DAR ES SALAAM ONLINE
NGO05	Auditing of Donor Funded Projects	02 Jun-06 Jun 2025 09 Jun-13 Jun 2025 16 Jun-20 Jun 2025	ARUSHA DAR ES SALAAM ONLINE
NGO06	Advocacy, Effective Communication and Policy Influence for NGOs	23 Jun-27 Jun 2025 30 Jun-04 Jul 2025 07 Jul-11 Jul 2025	ARUSHA DAR ES SALAAM ONLINE
NGO07	Age Management in Work Organizations	14 Jul-18 Jul 2025 21 Jul-25 Jul 2025 28 Jul-01 Aug 2025	ARUSHA DAR ES SALAAM ONLINE
NGO08	Nonprofit Governance and Board Development	04 Aug-08 Aug 2025 11 Aug-15 Aug 2025 18 Aug-22 Aug 2025	ARUSHA DAR ES SALAAM ONLINE
NGO09	Volunteer Management and Other Stakeholders' Management in NGOs	25 Aug-29 Aug 2025 01 Sep-05 Sep 2025 08 Sep-12 Sep 2025	ARUSHA DAR ES SALAAM ONLINE
NGO10	Impact Measurement and Social Return on Investment (SROI) in NGOs	15 Sep-19 Sep 2025 22 Sep-26 Sep 2025 29 Sep-03 Oct 2025	ARUSHA DAR ES SALAAM ONLINE
NGO11	Human Resource Management in Nonprofits	06 Oct-10 Oct 2025 13 Oct-17 Oct 2025 20 Oct-24 Oct 2025	ARUSHA DAR ES SALAAM ONLINE
NGO12	Traditional Marketing and Social Media Marketing for Nonprofits	27 Oct-31 Oct 2025 03 Nov-07 Nov 2025 10 Nov-14 Nov 2025	ARUSHA DAR ES SALAAM ONLINE
NGO13	Legal and Regulatory Compliance for NGOs	17 Nov -21 Nov 2025 24 Nov-28 Nov 2025 01 Dec-05 Dec 2025	ARUSHA DAR ES SALAAM ONLINE
NGO14	Program Development and Management: For Effective Community Impact	08 Dec- 12 Dec 2025 15 Dec-19 Dec 2025 06 Jan-10 Jan 2025	ARUSHA DAR ES SALAAM ONLINE
NGO15	Strategic Partnerships, Collaboration and Resource Mobilization for NGOs	06 Jan-10 Jan 2025 13 Jan-17 Jan 2025 20 Jan-24 Jan 2025	ARUSHA DAR ES SALAAM ONLINE

## GENERAL COURSES FOR NGOS

CODES	COURSE TITLE	DATES	VENUE
NGO16	Leadership Development and Ethical Issues for NGO Managers	27 Jan-31 Jan 2025 03 Feb-07 Feb 2025 10 Feb-14 Feb 2025	ARUSHA DAR ES SALAAM ONLINE
NGO17	Event Planning and Management for Nonprofits	17 Feb-21 Feb 2025 24 Feb-28 Feb 2025 03 Mar-07 Mar 2025	ARUSHA DAR ES SALAAM ONLINE
NGO18	Capacity Building and Training in NGOs	10 Mar-14 Mar 2025 17 Mar-21 Mar 2025 24 Mar-28 Mar 2025	ARUSHA DAR ES SALAAM ONLINE
NGO19	Community Engagement and Development	31 Mar-04 April 2025 07 April-11 April 2025 14 April-18 April 2025	ARUSHA DAR ES SALAAM ONLINE
NGO20	Technology and Data Management for NGOs	21 April-25 April 2025 28 April-02 May 2025 05 May-09 May 2025	ARUSHA DAR ES SALAAM ONLINE
NGO21	NGO Fundraising Events and Campaigns Management	12 May-16 May 2025 19 May-23 May 2025 26 May-30 May 2025	ARUSHA DAR ES SALAAM ONLINE
NGO22	Impact Assessment and Reporting for NGOs	02 Jun-06 Jun 2025 09 Jun-13 Jun 2025 16 Jun-20 Jun 2025	ARUSHA DAR ES SALAAM ONLINE
NGO23	Meeting Management and Report Writing for NGOs	23 Jun-27 Jun 2025 30 Jun-04 Jul 2025 07 Jul-11 Jul 2025	ARUSHA DAR ES SALAAM ONLINE
NGO24	Gender Mainstreaming in NGO Programs	14 Jul-18 Jul 2025 21 Jul-25 Jul 2025 28 Jul-01 Aug 2025	ARUSHA DAR ES SALAAM ONLINE
NGO25	Advocacy Campaign Planning and Execution	04 Aug-08 Aug 2025 11 Aug-15 Aug 2025 18 Aug-22 Aug 2025	ARUSHA DAR ES SALAAM ONLINE
NGO26	Fundraising Strategies for Small NGOs	25 Aug-29 Aug 2025 01 Sep-05 Sep 2025 08 Sep-12 Sep 2025	ARUSHA DAR ES SALAAM ONLINE
NGO27	Social Entrepreneurship and Sustainable Income Generation for NGOs	15 Sep-19 Sep 2025 22 Sep-26 Sep 2025 29 Sep-03 Oct 2025	ARUSHA DAR ES SALAAM ONLINE
NGO28	NGO Collaboration and Networking	06 Oct-10 Oct 2025 13 Oct-17 Oct 2025 20 Oct-24 Oct 2025	ARUSHA DAR ES SALAAM ONLINE
NGO29	Emotional Intelligence and Conflict Resolution in NGO Leadership	27 Oct-31 Oct 2025 03 Nov-07 Nov 2025 10 Nov-14 Nov 2025	ARUSHA DAR ES SALAAM ONLINE
NGO30	Fundamentals of Corporate Social Responsibility (CSR)	17 Nov -21 Nov 2025 24 Nov-28 Nov 2025 01 Dec-05 Dec 2025	ARUSHA DAR ES SALAAM ONLINE
NGO31	Nonprofit Marketing through Storytelling	08 Dec- 12 Dec 2025 15 Dec-19 Dec 2025 06 Jan-10 Jan 2025	ARUSHA DAR ES SALAAM ONLINE



## GENERAL COURSES FOR EDUCATION MANAGEMENT

CODES	COURSE TITLE	DATES	VENUE
EM01	Financial Management in Education: Budgeting and Resource Allocation	06 Jan-10 Jan 2025 13 Jan-17 Jan 2025 20 Jan-24 Jan 2025	ARUSHA DAR ES SALAAM ONLINE
EM02	Data-Driven Decision-Making in Education	27 Jan-31 Jan 2025 03 Feb-07 Feb 2025 10 Feb-14 Feb 2025	ARUSHA DAR ES SALAAM ONLINE
EM03	Leadership and Management Skills for School Administrators	17 Feb-21 Feb 2025 24 Feb-28 Feb 2025 03 Mar-07 Mar 2025	ARUSHA DAR ES SALAAM ONLINE
EM04	Human Resource Management in Educational Institutions	10 Mar-14 Mar 2025 17 Mar-21 Mar 2025 24 Mar-28 Mar 2025	ARUSHA DAR ES SALAAM ONLINE
EM05	Curriculum Development and Implementation in Education	31 Mar-04 April 2025 07 April-11 April 2025 14 April-18 April 2025	ARUSHA DAR ES SALAAM ONLINE
EM06	Assessment and Evaluation in Education: Enhancing Learning Outcomes	21 April-25 April 2025 28 April-02 May 2025 05 May-09 May 2025	ARUSHA DAR ES SALAAM ONLINE
EM07	Managing Change and Innovation in Education	12 May-16 May 2025 19 May-23 May 2025 26 May-30 May 2025	ARUSHA DAR ES SALAAM ONLINE
EM08	Managing School Improvement: Strategies and Techniques	02 Jun-06 Jun 2025 09 Jun-13 Jun 2025 16 Jun-20 Jun 2025	ARUSHA DAR ES SALAAM ONLINE
EM09	Legal, Ethical and Inclusive Issues in Education Management	23 Jun-27 Jun 2025 30 Jun-04 Jul 2025 07 Jul-11 Jul 2025	ARUSHA DAR ES SALAAM ONLINE
EM10	Building and Sustaining Partnerships in the Education Sector	14 Jul-18 Jul 2025 21 Jul-25 Jul 2025 28 Jul-01 Aug 2025	ARUSHA DAR ES SALAAM ONLINE
EM11	Technology Integration in Education Management	04 Aug-08 Aug 2025 11 Aug-15 Aug 2025 18 Aug-22 Aug 2025	ARUSHA DAR ES SALAAM ONLINE
EM12	Crisis Management and Emergency Preparedness in Education	25 Aug-29 Aug 2025 01 Sep-05 Sep 2025 08 Sep-12 Sep 2025	ARUSHA DAR ES SALAAM ONLINE
EM13	Payroll Management: Principles and Best Practices for Effective Administration	15th Sep - 19th Sep 2025 22nd Sep - 26th Sep 2025 29th Sep - 3rd Oct 2025	ARUSHA DAR ES SALAAM ONLINE

If you're interested in any of our courses and would like to know more about the fee details, feel free to contact us at +255748557717 for further information

## 4.0 OUR SERVICES

### 1. **Business Advice**

Starrich Consulting International offers clients reliable advice from business conception, growth strategies, capital raising, new business setup, and better exit strategies. With this service, clients are assured of continued support that guarantees peace of mind while focusing on business growth.

### 2. **Investor Search**

We understand the challenges of searching for genuine investors, which can be costly in terms of financial resources, time, and expertise. Starrich Consulting International takes this burden on behalf of clients, assisting them in finding the right business partners and investors to achieve business success.

### 3. **NGO Funding Search**

With our extensive database and network of funders, we are committed to seeing local people and their communities thrive through non-governmental initiatives. We collaborate with NGOs to search for better funding options that will ultimately convert their initiatives into community development.

### 4. **Business Proposal Writing Services**

Starrich offers business proposal writing services for individuals and organizations aiming to capture business opportunities that require a well-written proposal.

### 5. **Business Plan Writing**

A good business needs a comprehensive guideline on what is required to start, offer services or products, market them, project profits and losses, and maintain a strong balance sheet. We provide detailed business plans tailored to the nature of the business.

### 6. **Market Research**

If you intend to conduct market research for your product, service, or business in general, Starrich Consulting International is your reliable solution. We offer market research services for different categories and budgets that will ultimately improve your product or service penetration.

### 7. **Professional Editing**

Our professional editing services ensure that your documents are clear, concise, and impactful. We assist with editing business documents, reports, proposals, and other professional content to enhance their effectiveness and professionalism.

### 8. **Professional Conference Events**

Starrich Consulting International organizes professional conference events that bring together experts, leaders, and professionals from various industries. We handle everything from planning and logistics to speaker selection and event management, ensuring a successful and impactful event.

### 9. **Awards & Recognition**

We also offer services related to awards and recognition programs. Whether it's creating an awards ceremony or recognizing outstanding achievements within your organization, we help design and execute programs that celebrate excellence.

### 10. **General Consultancy Services**

We offer several consultancy services, including writing business documents such as training plans, strategic plans, financial plans, procurement plans, and other related documents.

## 5.0 MODALITY

Choose a course of your interest, and we will facilitate the course, even if you are the only participant. We conduct these courses in-house by visiting your organization, in-person in Arusha or Dar es Salaam, online, or abroad.

### 6.0 CONTACT INFORMATION

For course enrolment and further details, please contact our course coordinator:

**Phone:**

- o +255 748 557 717
- o +255 677 433 323
- o +255 688 120 227

Email: [info@starrich.co.tz](mailto:info@starrich.co.tz)

Website: [www.starrich.co.tz](http://www.starrich.co.tz)

