

ATE TRAINING CALENDAR – 2020

PUBLIC TRAINING PROGRAMMES

| CODE | PROGRAMME TITLE | Objective & Content | Duration | Cost TShs. Members | Cost Tshs. Non - Members | Location | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec |
|--|--|---|----------|--------------------|--------------------------|---------------------------|-----|---------|---------|-----|-----|---------|---------|-----|---------|---------|---------|---------|
| LEGAL & INDUSTRIAL RELATIONS PROGRAMMES | | | | | | | | | | | | | | | | | | |
| ATE.T01 | Effective Handling of Disciplinary Procedures & Chairing of Hearing at the Workplace | This programme aims at enabling the organisations with practical experience and skills to describe steps of handling disciplinary matters at workplace and chairing of meetings (disciplinary, performance & ill health) successfully and efficiently | 2 | 500,000 | 650,000 | DSM Morogoro Arusha | | 13 - 14 | | | | | 29 - 30 | | | 08 - 09 | | |
| ATE.T02 | International Fundamental Labour Standards and Labour Laws Compliance in Tanzania | The course gives grounding in key aspects of the current employment laws applicable in Tanzania and general International Labour standards | 5 | 1,000,000 | 1,200,000 | Morogoro Tanga DSM | | | 09 - 13 | | | 01-05 | | | | | 16 - 20 | |
| ATE.T03 | Local Content & Law of Non-citizen | The programme aim at imparting the participants knowledge on how to promote innovation, technology, research and development, enhancement of technology transfer and creation/increase of local technological capabilities to develop local employment and the domestic labour market | 1 | 300,000 | 450,000 | Mwanza DSM | | | | 16 | | | 11 | | | | | |
| ATE.T04 | Overall Understanding of Public Service Act and Its Disciplinary Procedures | Participants will be taken through the Public Service Laws that will guide them on disciplinary procedures and many other challenges on the Laws | 3 | 700,000 | 850,000 | Morogoro | | | 25 - 27 | | | | | | | | | |
| ATE.T05 | Retrenchment & its Procedures | This programme aims at equipping participants with adequate knowledge on employment life cycle and proper guidelines in managing all forms and procedures for retrenchment | 1 | 300,000 | 450,000 | DSM | | | | | | | | 13 | | | | |
| MANAGEMENT PROGRAMMES | | | | | | | | | | | | | | | | | | |
| ATE.T06 | Global Mindset and Culture Effectiveness | This course intends to give participants the grounds of dealing with the workforce with the globalization of business, a relevant question is how might people deal with others from fundamentally different backgrounds | 1 | 300,000 | 450,000 | DSM Arusha | | | 26 | | | | | | | | 29 | |
| ATE.T07 | Managing Poor Performance and Performance Development | The programme targets to impart skills on managing & measuring performance in organizations. Managing staff performance & management, annual performance cycle, staff motivation, Balanced Score Card & exit of poor performers | 1 | 300,000 | 450,000 | Morogoro DSM | | | | | | | 27 | | | | | |
| ATE.T08 | HR MIS, Metrics & Data Analysis | This programme will explore how best HR Measurements can transform HR departments into strategic partners for performance improvement and efficiency maximization | 2 | 500,000 | 650,000 | DSM Morogoro | | | 05 - 06 | | | 07 - 08 | | | | | | |
| ATE.T09 | The Role of HR in Managing the Future of Work & Business Disruption | This course will help Employers understand how to utilise technology to revitalise the workplace experience and reshape your environment to meet evolving employer-employee expectations | 2 | 500,000 | 650,000 | Morogoro | | | | | | 25 - 26 | | | | | | |
| ATE.T10 | Managing Training and Development Function in 21st Century Organisations | Preparation of training Plan, training implementation, delivering training to internal staff and Training Evaluation. Participants will be able to analyse and measure training contributions to the success of the organisation. | 3 | 700,000 | 850,000 | Tanga | | | | | | | 15 - 17 | | | | | |
| ATE.T11 | Managing Millennial and the Next Generation (Generation Z) | This programme aims at imparting best practices in the management of the right talents in the organizations, retention of the higher filiers and the whole process of managing the careers up the ladder | 2 | 500,000 | 650,000 | Morogoro | | | | | | | | | 10 - 11 | | | |
| ATE.T12 | Leadership Skills and Organisation Dynamics in the 21st Century | This Training programme intends to evaluate the Leadership Skills and Leadership styles for Middle Managers and equip new Managers with Modern Business Leadership models and most successful leadership style in todays' business World | 3 | 700,000 | 850,000 | Morogoro Arusha | | | | | | 01 - 03 | | | | 23 - 25 | | |
| ATE.T13 | Financial Reporting & Business Performance Analysis | To equip participants with the knowledge of finance, in order to effectively manage the business organisation, understand the concepts, language and basic rules of accounting and finance. Build confidence in applying the practical financial reporting, evaluate investment and evaluate business performance | 3 | 700,000 | 850,000 | Tanga Morogoro | | | | | | | | | 02 - 04 | | | 04 - 06 |
| ATE.T14 | Talent Acquisition, Recruitment function and Succession Planning | This programme will give participants the key knowledge and skills to develop effective, integrated talent management, leadership development, employment life-cycle and succession planning strategy for your organization, and come away with practical plans for implementing this in reality | 5 | 1,000,000 | 1,200,000 | Tanga | | | | | | | | | | | 19 - 23 | |

KEY:

DAR ES SALAAM

ARUSHA

TANGA

MOROGORO

MWANZA

IN-HOUSE TRAININGS:

Apart from the scheduled programmes, we also offer in-house trainings for the following courses, among others:

PROGRAMME TITLE

- Negotiation Skills for Collective Bargaining
- Collective Bargaining at Workplace
- Chairing of Disciplinary Proceedings at Workplace
- Supervisory Development
- Effective Leadership Skills
- Strategic Management
- Corporate Governance

- Sexual Harassment at Workplace
- Planning for Retirement and Entrepreneurship
- HIV & AIDS Peer Educators & Facilitators
- Developing Human Resources
- HR for non-HR Managers
- Customer Care
- Managing Organisational Change

FOR MORE INFORMATION CONTACT:

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- Managing Organisational Change
- Culture and Diversity Management at the Workplace
- Customer Service Management
- Planning for Retirement and Entrepreneurship
- Finance For Non Finance Mngers
- Self Management and Leadership Skills
- Overview on Labour Laws
- Perfomance Management

1. The quoted fee is per participant per program and covers tuition, course materials, lunches, breakfast and a certificate of participation
2. All rates are VAT inclusive
3. Special discounts: 3 – 4 delegates - 5% discount, 5 - 8 delegates - 10% discount, ≥ 9 delegates - 15% discount
4. All the above programmes can be tailored to a specific organisation as in-house programmes