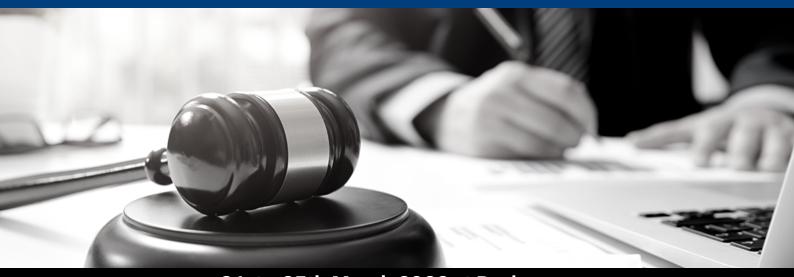


OVERALL UNDERSTANDING OF PUBLIC SERVICE ACT, ITS REGULATIONS AND DISCIPLINARY PROCEDURES



21st - 25th March 2022 at Dodoma

This programme will assist participants with a clear demarcation of Public services Act and Employment & Labour Relations Act 2004 in people Management at the Workplace. Participants will be taken through the Public Service Laws, Employment and Disciplinary Procedures provided in the Public sector. ATE together with Professionals from Public Sector will equip the participants with all necessary tools to avoid legal pitfalls that can be costly to their organisations.

COURSE HIGHLIGHTS

- Overview on Public Services Laws
- Review of the Miscellaneous Amendments made in the Laws
- Key Findings from Workplace Audit
- Challenges facing employers on the handling of Labour issues at the workplace
- Recruitment, Selection and Transfer in the Public Service
- Employment Standards and Employment Contracts
- · Termination of Employment
- Prevention of Discrimination & Harassment at the Workplace
- Standing Orders Regulating Public Services Employment
- Prevention of Labour Disputes at the Workplace
- Disciplinary Procedures in Public Service
- Chairing of Disciplinary Hearing at the Public Service
- Managing Disciplinary Appeals at CMA and Public Service Commission

TARGET

- Human Resources Managers and Administrators
- Top level Managers and Line Managers
- HR Practitioners
- Legal Advisers
- Disciplinary Committee Members
- Workers' Union Representatives

SCHEDULE

21st - 25th March 2022 At Dodoma From 08:30 hrs to 16:30 hrs

COST:

Members: TZS 1,000,000/- per participant Non-Members: TZS 1,200,000/- per participant

Note: All fees are VAT Inclusive

The fee will cover tuition fees, training materials, refreshments, lunch and a Certificate of Attendance.

NB: Kindly note that training fee has to be paid in advance by cheque or through Electronic Funds Transfer (EFT), or Cash Deposit at the Bank or at ATE offices in Dar es Salaam, Mwanza or Arusha.

OUR BANK DETAILS

Account Name: Association of Tanzania Employers

Account Number: 011103015899 Bank: National Bank of Commerce Ltd Branch: Corporate Branch, Dar es Salaam

Swift Code: NLCBTZTX

NB: When making payment, kindly indicate your company name, training title & participant name.

Training registration form should be received at least 1 week prior the training date.

Up to 15% Discount

Members and Non-members

- 3 to 4 delegates 5% discount
- 5 to 9 delegates 10% discount
- 10 and above delegates 15% discount

In-house Programmes

"We are also here to ease your burden of sending all officials away from business, kindly let us know if you would like us to deliver this training to your doorsteps and we will do a convenient arrangement for you."

Contact Us (>)



Mobile: 0683932308, 0682429292 or 0787080412

E-mails: training@ate.or.tz

Visit our website and register online through www.ate.or.tz/training



ATE TRAINING REGISTRATION FORM

Please complete this form and email it back to training@ate.or.tz

APPLICANT'S DET	TAILS:		
Programme Title:			
Starting Date:	Ending Date:		
Organisation/Com	pany:	Address/Location:	
DELEGATES INFO	PRMATION:		
•	ails as you wish it to appear on y	your table tag and on your Certificate of	
attendance			
		Position:	
Email:	Mobile:		
2. Name:		Position:	
Email:	Mobile:		
3. Name:			
	Mobile:		
4 Name:			
	Mobile:		
Liliait.			
BRIEF EXPECTAT	IONS:	NZANIA EMPLOYERS	
		NAME OF THE STATE	
••••••	Employe	rs' Choice	
EMPLOYER/SPON	ISOR COMMENTS:		
l	in my capacity as	nominate	
	to attend the above pro	ogramme and I commit my Organization to	pay to
ATE the total progr	ramme fee of TZS	on	
			•••••
(Signature of Nominating/Authorizing Officer)		(Dates and Official S	Stamp)
PAYMENT:			
Make payment to:	<u> </u>		
Account Name:	Association of Tanzania Empl	oyers	
Account Number:	011103015899		

Branch: Corporate Branch, Dar es Salaam Swift Code: NLCBTZTX

Bank: Branch: National Bank of Commerce Ltd