



## CRITICAL SKILLS DEVELOPMENT PROGRAMME: Report Writing and Presentation Skills

**Dates:** 5<sup>th</sup> 9<sup>th</sup> March, 2012

**Time:** 09:00 am – 12:00am

**Venue:**

Tanzania Global Development Learning Centre, IFM Block “A” Building, 7<sup>th</sup> Floor, Shaaban Robert Street, Dar es Salaam.

**Registration Contact:**

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# CRITICAL SKILLS DEVELOPMENT PROGRAMME

## Report Writing and Presentation Skills



### Background

Managers in today's world of business and service delivery are confronted with work challenges that demand continuous upgrading of core skills and the timely development of new capabilities to address emerging needs. Within the wisdom of learning organizations, top managers are required to be on top of the learning culture in the organization by continuously benchmarking in knowledge acquisition, transfer and transformation into the productive activities of their organizations.

The Critical Skills Development Programme is intended to strengthen and develop the skills of managers in the areas of effective communication and stress management; this is expected to enhance the participants' personal impact and effectiveness in delivering in a more focused performance environment. The program will also attempt to harmonize the nature and product of reports, and speeches produced and presented in formal day-to-day activities of the managers.

### Overall Objective

The program aims at enhancing the top managers' core capabilities for effective management of their organizations. Specifically the participants shall:-

- Improve their communication, presentation, report writing and negotiation skills
- Enhance their ability to increase the quality of service delivery by effectively managing individual and organizational stress

### Programme Organization

The program shall be delivered in five modules as follows:-

- Effective strategic Communication
- Strategic Negotiations
- Report writing for top managers
- Presentation Skills
- Managing stress

### PARTICIPANTS

The program is flexible enough to train between 30 and 40 participants, without loss of effectiveness. Preferably more than one year working experience in relevant position. Several other companies and participants have testified that this programme is worth the investment in Time, Money and Effort.

**Fees: Tzs. 550,000/= (Five Hundred and Fifty Thousand Only)** to cover tuition fee, course material, access to the videoconference and multimedia rooms and light refreshments. Participants are expected to meet their travel and accommodation costs while attending the course. A certificate will be issued at the end of the course. Absentees will be charged the full course fees.



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