



Don't Miss! Exciting Global Learning Events at the TGDLC!

Video Conference Based Courses

- 1. Project Management Essential (in collaboration with OTE Academy of Greece) Date: 9th-13th November, 2009; Venue: IFM 7th Floor; Time: 12.00 P.M-4.00 P.M; Fee: TSH 620,000/-**

In today's rapidly changing environment where product life cycle is becoming shorter and shorter, and where companies are trying to adopt in the new conditions, the number of projects that one needs to manage with speed and flexibility is increasing dramatically. For this reason, knowledge of the Project Management is becoming a required advantage. The aim of this program is to develop the skills required for the management of a project.

- 2. Fraud, Investigation and Prevention (in collaboration with Kenya Institute of Administration) Date: 9th-13th November, 2009; Venue: IFM 7th Floor; Time: 9.00 A.M-12.00 P.M; Fee: TSH 550,000/-**

The course has been designed to help Senior Investigative Officers and Managers develop new skills and attitudes required in Investigative assignments. The TGDLC recognizes that these days it's hard to escape scams and fake products and services- on internet, at the car dealership and certainly in the streets. Collectively, criminals who commit fraud have no personal preference. They look to victimize the youth, senior citizens, home computers and large corporations alike.

- 3. Critical Development Skills: Effective Communication; Strategic Negotiation and Report Writing (in collaboration with Kenya Institute of Administration) Date: 7th-11th Dec, 2009; Venue: IFM 7th Floor; Time: 9.00 A.M-12.00 P.M; Fee: TSH 550,000/-**

The Critical Skills Development Program 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.

- 4. Financial Management for Non-Finance Managers (in collaboration with Institute of Finance Management) Date: 23rd-27th Nov, 2009; Venue: IFM 7th Floor; Time: 9.00 A.M-12.00 P.M; Fee: TSH 620,000/-**

The course is designed to equip Executives, Managers, and Leaders who have no background in Accounting and Financial Management with general knowledge and skills on basic accounting and financial management. Non Executives make decisions that require knowledge on financial management or may need to use information in the financial statements in decision making. They also need to be aware of the financial implications of their decisions. Hence basic financial management knowledge is crucial to the non-financial executives.

- 5. Strategic Negotiation for Senior Managers and Executives (in collaboration with Kenya Institute of Administration) Date: 30th Nov-4th Dec, 2009; Venue: IFM 7th Floor; Time: 9.00 A.M-12.00 P.M; Fee: TSH 550,000/-**

The purpose of the course is to equip participants with knowledge and skills in the art of negotiation in order for them to be more effective in handling the frequent conflicts resulting from negotiations that confront top managers. The course treats negotiation as a complex process that requires the successful practitioner to develop and utilize a unique blend of perceptual, analytical, and interpersonal skills.

6. **Managing the 21st Century Local Government Authorities (in collaboration with Uganda Management Institute) Date: 16th-20th Nov, 2009; Venue: IFM 7th Floor; Time: 9.00 A.M-12.00 P.M; Fee: TSH 550,000/-**

Managing today's local authorities requires sophisticated approaches that involve speed, creative decision making and versatility with the changing management practices. Approaches to local authorities' management are changing rapidly that individuals who succeed are those who keep updating their own knowledge, skills and attitudes without assuming that they know it all. Today, it is increasingly accepted that governments' authorities are facing competition just like the private sector hence the importance of training and retraining has equally become critical in management of local authorities. However, training has to be in relevant areas that affect performance of both public and private sector managers. This course of managing the 21st century local authorities is therefore important for such managers. The course **targets Senior and middle level managers in government ministries and departments, local governments, CBOs, and private sector involved in administration** of or dealing with local authority projects and programmes.

7. **Leaders of Change Breakfast Workshop Series (in collaboration with Leading Initiative Worldwide) Date: 5th Nov, 2009 and 3rd Dec, 2009; Venue: IFM 7th Floor; Time: 9.00 A.M-12.00 P.M; Fee: Sponsored by Twiga Bancorp (T) Ltd**

Topic for Thursday 5th Nov, 2009: "The Leaders as Coach: Developing your star performers"

Topic for Thursday 3rd Dec, 2009: "Strategic Decision Making".

Leaders of Change graduates and all other interested persons are cordially invited to attend.

Face to Face Programs

8. **Global Leaders of Change (gLOC), 30th Nov- 4th Dec, 2009, Kuala Lumpur Malaysia, \$ 3,800 (Covers training materials & health breaks)**

Leading others towards success has never been more challenging than in today's climate. 21st Century leadership across the globe demands gaining more from less as well as aligning and motivating people to a common vision and achieving tangible results for a growing number of stakeholders. This is a unique tailored, interactive and dynamic five-day program for executives. It addresses what a leader needs to do and how they need to behave in order to achieve success in their organisation today. The program utilizes cutting edge technical and pragmatic methodologies, case studies and practical applications and has been designed based upon the experience and expertise gained from over a decade of achieving leadership success globally. Participants are given supportive feedback and coaching to gain maximum learning. The course targets leaders and managers from various organisations who are keen at leading motivated workforce and surpassing targets.

2009/2010 Leadership Programs Line Up!

9. **Global Leaders Of Change (gLOC) KL: 15th-19th Feb, 2010; 24th-28th May, 2010 Kuala Lumpur Malaysia, Fee: \$ 3,800 (Covers training materials & health breaks)**
10. **Leaders Of Change: Leadership Development Program: 22nd-26th Feb, 2010; 1st-5th March, 2010 Ngurdoto, Arusha, Fee: \$ 2150**

2010 Video Conference Course Line Up!

11. Executive Assistant, 19th-23rd Nov, 2009 (VC), TGDLC, IFM, Tsh. 520,000/=
12. Strategic Communication, 26th-30th October, 2009 (VC); TGDLC, IFM, Tsh. 550,000/=
13. Fraud and Investigation, 9th-13th Nov, 09 (VC); TGDLC, IFM, Tsh. 550,000/=
14. Project Management Essentials, 9th-13th Nov, 09 (VC); TGDLC, IFM, Tsh. 620,000/=
15. Finance for non-finance Managers, 23rd-27th Nov, 2009 (VC); TGDLC, IFM, Tsh. 520,000/=
16. Critical Skills Development, 7th-11th, Dec, 2009 (VC); TGDLC, IFM, Tsh. 550,000/=
17. Strategic Negotiation, 30th Nov-4th Dec, 09 (VC); TGDLC, IFM, Tsh. 550,000/=
18. Managing the 21st Century Local Government Authorities, 16th-20th Nov, 09 (VC); TGDLC, IFM, Tsh. 520,000/=
19. Policy Formulation and Implementation- targeting cabinet secretariat, Nov 16th-21st, 2009 (VC); TGDLC, IFM, Tsh. 550,000/=

20. Leadership and Management Skills for Top managers- Feb, 2009 (VC), TGDLC, IFM, Tsh. 700,000/=
21. City/Town Management and Planning, Feb, 2010- (VC); TGDLC, IFM, Tsh. 950,000/=
22. Strategic Planning Course- targeting March, 2010 (VC or F2F); TGDLC, IFM, Tsh. 550,000/=
23. Communication Strategy Course- Feb, 2010, (VC), TGDLC, IFM, Tsh. 550,000/=
24. Complaints Management Course-, Jan, 2010 (VC or F2F); TGDLC, IFM, Tsh. 550,000/=
25. Strategic Communication- Jan, 2010, March, 2010, May, 2010 (VC); TGDLC, IFM, Tsh. 550,000/=
26. Strategic Negotiation- Feb 2010, April, 2010, June, 2010 (VC), TGDLC, IFM, Tsh. 550,000/=
27. Project Management Essentials, Feb, 2010, May, 2010 (VC), TGDLC, IFM, Tsh. 620,000/=
28. Project Management Advanced, March, 2010, June, 2010 (VC), TGDLC, IFM, Tsh. 720,000/=
29. Executive Assistants Course- March 2010, May 2010 (VC), TGDLC, IFM, Tsh. 520,000/=
30. Executive Assistants Course Advanced- April 2010, June 2010 (VC); TGDLC, IFM, Tsh. 620,000/=
31. Critical Skills Development- March and May, 2010 (VC), TGDLC, IFM, Tsh. 550,000/=
32. Women Leadership Dynamics- Jan, 2010, March, 2010, May, 2010 (VC), TGDLC, IFM, Tsh. 400,000/=
33. Fraud and Investigation, Feb 2010, May, 2010 (VC), TGDLC, IFM, Tsh. 550,000/=

On-line Courses (OL)

On line courses can be accessed through www.tgdlc.go.tz/theelearningcentre; the courses are done anytime, anywhere but one must enroll with the Tanzania Global Development Learning Centre.

Computer Application Causes (MM)

Beginners Courses

1. Word Processing- Basic Techniques: Opening Word, Creating a document and Saving the document; Formatting, Copy and Paste, Clip Art and Using Multipage documents-targeting Beginners: form four school leavers, Nov, 9th-13th, 2009 starting 9. Am-12.00 Noon (same could run in the afternoon)- Repeats every week to Dec, 2009. Runs again Jan-June, 2010.
2. Spreadsheets- Microsoft Excel- targeting beginners: 9th-13th Nov, 2009; repeats every week to Dec, 2009. Runs again Jan-June, 2010.
3. Internet- Using the Internet Explorer and Netscape Nov 2009 to June 2010.
4. Windows XP- the desktop and icons, the Win XP start menu, the Win Taskbar, Windows Explorer Overview, File and Folder Management; Files and Extensions, Nov-Dec, 2009
5. Microsoft Word- the file menu, the edit menu, the view menu, the insert menu, the format menu, the tools menu, page set up and layout, how to change margins in words, performing specific tasks and how to create a letter head: targeting beginners, 9th-13th Nov, 2009; Repeats after two weeks to Dec, 2009. Runs again Jan-June, 2010.

TGDLC Executives Training

TGDLC Executive Training provides a time-efficient, cost-effective vehicle for teaching executives to use their computers effectively, providing -

- **One-on-one instruction** in the convenient and private setting of the TGDLC Executive Multimedia Room, using the smart board;
- Sessions **tailored to each individual executive specific needs**, ensuring that an executive's valuable time is devoted exclusively to learning program features s/he will use; and
- A **private forum** in which the beginning executive can feel free to ask questions an executive might be reluctant to raise in a larger, public class, including those concerning his/her own computer.

1. Access- Nov, 09- June, 2010
2. Excel- Essentials- Nov, 09- June, 2010
3. Excel, 07-Advanced-- Nov, 09- June, 2010
4. Filemaker-- Nov, 09- June, 2010

5. PowerPoint-- Nov, 09- June, 2010
6. PowerPoint, 07 Advanced-- Nov, 09- June, 2010
7. Publisher-- Nov, 09- June, 2010
8. Internet Browsing and Searching-- Nov, 09- June, 2010

Sessions can be scheduled before, during and after regular working times and are billed at \$100 per hour.

Enroll your officers and/or yourself as soon as possible to secure a place for the allocated 20 vacancies for each category.

For more information Contact:
The Executive Director
Tanzania Global Development Learning Centre
IFM Building, Block "A", 7th Floor
P. O. Box 3918
Dar es Salaam
Phone: +255 22 2123705
Fax: + 255 22 2123702
E-mail: tanzania_dlc@gdlnmail.org
You can also register online at
our Website: www.tgdlc.go.tz

Linking the world through technology!



Tanzania Global Development Learning Centre
at
Institute of Finance Management



The Tanzania Global Development Learning Centre (TGDLN) is a Government institution and a Member of the Global Development Learning Network (www.gdln.org). Its core function is to enable decision-makers, senior and mid-level professionals and practitioners access and share the wealth of knowledge and experiences available in the world through the global communication system and Information and Communications Technologies.