

ATE TRAINING CALENDAR – 2019

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	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	DSM Morogoro Tanga			11-15		13-17						18-22	
ATE.T02	Grievance Handling Procedures and Dispute Resolution	This training aims to equip you with knowledge and practical skills and techniques in handling grievance procedures, mediation and arbitration in the World of Work	2	500,000	650,000	DSM		27-28										
ATE.T03	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 DSM				29-31								04-06
ATE.T04	Management of Employment Contracts and Termination of Employment	The programme aims at imparting relevant skills in managing employee contracts & staff redundancy/separation. Terms of employment, rights & obligations, staff termination, redundancy process & the law, discipline management, payment of staff terminal benefits	3	700,000	850,000	Arusha DSM			10-12			12-14						
ATE.T05	Effective Handling of Disciplinary Procedures & Chairing of Hearing at the Workplace	The programme aims at imparting relevant skills on the law, art and practice of handling staff discipline and grievance issues at the workplace.	2	500,000	650,000	Morogoro Arusha DSM						11-12				10-11		
ATE.T06	Proper Procedures on Termination of Employment	This programme aims at equipping participants with adequate knowledge on employment life cycle and proper guidelines in managing all forms of employment termination Including proper procedures for retrenchment.	2	500,000	650,000	Mwanza								15-16				
ATE.T07	Workers Compensation Act 2008 and Its Regulations	This programme aims at imparting practical skills for smooth implementation of the scheme. Application, obligations, right to compensation, claims procedure, types of benefits and dispute settlement procedures arising in the process	3	700,000	850,000	Morogoro									11-13			
MANAGEMENT PROGRAMMES																		
ATE.T08	Effective Leadership Skills	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 today's business World	3	700,000	850,000	Tanga										25-27		
ATE.T09	Effective Supervision and Managing Performance at the Workplace	Equipping supervisors with bolts and nuts on effective supervising and Performance Management that defines the business bottom line.	3	700,000	850,000	Morogoro			27-29									
ATE.T10	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, Balance Score Card & exit of poor performers	1	300,000	400,000	DSM Arusha				25						30		
ATE.T11	Human Resources Metrics and 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	Morogoro				07-08								
ATE.T12	Effective HR Planning, Recruitment, Selection & Induction	This programme aims at imparting best practices in the value chain of manpower planning to induction process, making sure that you recruit and retain the proper talent in the organization	5	1,000,000	1,200,000	Tanga						24-28						
ATE.T13	Talent Management for the New Millennial and Succession Planning	This programme aims at imparting best practices in the management of the right talents in the organizations, retention of the higher fliers and the whole process of managing the careers up the ladder	2	500,000	650,000	Morogoro										24-25		
ATE.T14	Finance Management for Non - Finance Managers	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 tools learnt to evaluate investment, finance and make other business decisions; and analyse accounting data, evaluate strategic options and interpret corporate financial performance.-business environment.	3	700,000	850,000	DSM											6-8	
ATE.T15	Managing Training and Development Function	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									24-26			

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
- HIV & AIDS Peer Educators & Facilitators
- Developing Human Resources
- HR for non-HR Managers
- Customer Care
- Managing Organisational Change

FOR MORE INFORMATION CONTACT:

Albert Rukeisa, Training Coordinator, +255 222 762 158/59, +255 683 932 308, rukeisa@ate.or.tz, albert.rukeisa@gmail.com, info@ate.or.tz ,training@ate.or.tz

NB:

1. The quoted fee is per participant per programme 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