

### Training Category: *Human Resource Management*

1. Establishing and Managing High-Performance Workforce
2. High Impact Strategic HR from Reactive to Proactive
3. Employee Engagement
4. Training Needs Analysis & Evaluations
5. HR Metrics and Analytics
6. Management Development
7. Career Planning & Succession Planning
8. HR Business Partnership
9. Compensations & Benefits Management
10. Talents Management & Succession Planning
11. Performance Management
12. Staff Productivity Management
13. The Role of HR in Legal Compliance
14. Strategic Human Resources Management
15. Competency Management
16. Counseling Strategy for Improving Employee
17. Human Resources Management
18. Organizational Behavior
19. Disciplinary Cases Management
20. Strategic Human Resources and Organizational Behavior
21. Cost Effective HR Development
22. Developing Corporate Training Strategies
23. Employee Relations- Risk Management
24. Counseling Strategy for Improving Employee
25. Management and Training Needs Analysis
26. Methodology for Evaluating the Real Worth of Organizations
27. Employee Welfare, Wellness and Motivation
28. Workplace Safety and Health to Human resources Managers
29. 21C HR Managers talking the Business Language
30. HR Leadership, Technology, Digital Transformation & Data Driven HR Management
31. The Role of HR in Driving Sustainable Business Practices
32. Driving for work - how can HR drive it up the business agenda?
33. HR and Technology: Driving Business Value
34. Driving Successful HR Leadership: Talent Management's Role in Core Business Strategy
35. Creating high-performance work teams for functional managers and heads of sections and units
36. Strategies for Vetting of Government Employees
37. Integrated Human Resource Solutions
38. HR Dashboard and Analytics
39. Essential HR legal compliance in Tanzania: understanding and adhering to employment regulations
40. Culture and Diversity management at the workplace
41. Diversity, equity, and inclusion: creating a welcoming and respectful workplace
42. Science of habit formation, behavior change, and continuous improvement
43. Life In Employment Preparation, Personal Effectiveness, Motivation & Productivity
44. Work Ethics & Professionalism
45. Digital Dexterity in HR Practice
46. Digital Organization (HR Technology)
47. Human Resource Planning & Engagement

### Training Category: **Accounting & Finance**

48. Understanding & Detecting Creative Accounting Practices
49. Budgeting, Forecasting and Modelling
50. Mastering Financial and contract Negotiations
51. Project Finance and PPP
52. Operational Risk Management
53. International Financial Reporting Standards (IFRS)
54. Pension Funds Management
55. Finance for Non-Finance Professionals
56. Corporate Financial Planning
57. Analyzing Financial Statements
58. Resource & Funding Raising
59. Portfolio Management, Trade Finance And Corporate Treasury
60. Advance Payroll Management & Remuneration and Benefits Management Workshop
61. Corporate Financial and Strategy
62. Structured Trade Finance
63. Fixed Assets Management and Project Accounting Workshop
64. Anti-Money Laundering (AML) and Combating Terrorist Financing Course
65. Supply Chain Analyst and Managing Quality in the Purchasing Process
66. Training on Withholding taxes, SDL, Tax returns, and Books accounts for Auditing Purposes for SMEs, taxpayers and Public sectors, NGOs
67. Training on IPSAS for Local Government Officials, Professionals who are involved in the preparation of Financial Statements, Auditors
68. Financial Management for non-financial Managers interpreting financial statements
69. internal control system for effective management of financial resources
70. Fraud and Advanced Payroll Management
71. Anti-Money Laundering and Risk Management
72. Cyber Crime, Ethical Hacking, Anti-Money Laundering and Risk Management
73. Supervision of Bank & Financial Institutions
74. MS Excel For Sales and Marketing
75. Advanced MS Excel Training Course
76. Financial Modelling Using Excel
77. Internal Audit, Fraud, and Risk Management Excellence
78. Finance for non-Finance Manager
79. The oversight role of the Board of Directors in Financial and Banking Sector for strategic planning and implementation
80. Advanced Excel for Finance Professionals: Macros, PivotTables, and Data Analysis
81. Cost Cutting and Cost Effectiveness
82. Corporate Financial Planning
83. Analyzing Financial Statements
84. Financial Management for donor funded projects
85. Corporate Financial and Strategy
86. Training on IPSAS for Local Government Officials, Professionals who are involved in preparation of Financial Statements, Auditors
87. Financial Management for non-Financial Managers interpreting financial statements
88. Internal control system for effective management of financial resources

### Training Category: **Accounting & Finance**

89. Public sector financial planning, Budgetary Control
90. International Public Sector Accounting Standards (IPSAS) and Financial Statement Fraud and Governance
91. Budgeting and Finance Management for Public Entities
92. Financial Modelling Using Excel
93. Finance for non-Finance Manager
94. Excel Mastery for Financial Professionals: Advanced Techniques for Efficiency and Accuracy
95. Financial Reporting Essentials: Best Practices and Compliance Guidelines
96. Mastering ERP Systems: Optimizing Efficiency and Streamlining Operations
97. Advanced Management Accounting: Strategic Decision-Making and Performance Evaluation
98. Excel for Accountants: From Basic Functions to Advanced Formulas
99. Financial Analysis Fundamentals: Tools and Techniques for Effective Decision-Making
100. Navigating Financial Regulations: Compliance and Reporting Strategies
101. ERP Implementation and Optimization: Best Practices for Success
102. Management Accounting in Practice: Budgeting, Forecasting, and Cost Control
103. Understanding Financial Statements: Interpretation and Analysis Techniques
104. Excel Dashboards for Financial Reporting: Creating Dynamic and Insightful Visualizations
105. ERP Customization and Integration: Tailoring Solutions to Organizational Needs
106. Strategic Financial Management: Aligning Objectives with Organizational Goals
107. Financial Reporting in Oil and Gas Industry
108. Financial Reporting in Mining Industry
109. MS Office Tools for Financial Statements Preparation
110. Preparation of Compliant IFRS Statements in Tanzania
111. MS Excel for Management Accountants
112. Preparation for External Auditing
113. Accounting for Inventories
114. Accounting for Taxes
115. Accounting for Biological Assets
116. Preparation of Cash Flow Statement
117. Managing Investigation and Report Writing
118. Audit Risks & Business Risks Mapping
119. Excel For Accountants: From Basic Functions To Advanced Formulas
120. Excel Mastery For Financial Professionals: Advanced Techniques for Efficiency & Accuracy
121. Financial Analysis Fundamentals: Tools & Techniques for Effective Decision-Making
122. Financial Reporting Essentials: Best Practices & Compliance Guidelines
123. Financial Reporting In Oil & Gas Industry
124. IAS 7 Statement Of Cash Flows
125. Inventories: Recognition, Measurements, Accounting & Disclosures
126. Management Accounting In Practice: Budgeting, Forecasting & Cost Control
127. Mastering ERP Systems: Optimizing Efficiency & Streamlining Operations
128. CIMA Balanced Scorecard

### Training Category: **Administrative & Soft Skills**

129. Self-awareness, Personality Discovery for Business Excellence
130. Positive Attitude at Work
131. Advanced Leadership & Emotional Intelligence
132. Stress Management
133. Conflict Management
134. Effective Communication Skills
135. Effective Secretaries and Personal Assistants Programme
136. Effective management of meetings for management personnel
137. Effective management of self, peers, and subordinates
138. Monitoring, evaluation & Learning
139. Policy-making, implementation, and evaluation skill
140. Research skills for practical societal and organizational challenges
141. Effective implementation of organizational change objectives
142. Entrepreneurship and innovation for improved service delivery
143. Talent management, Succession Planning, and Performance management
144. Enriching work-life balance: a guide to health, safety, and wellbeing of employees
145. Effective Communication & Reporting
146. Effective Communication & Group Dynamics
147. Meeting Management & Report Writing
148. Life Skills, Entrepreneurship & Retirement
149. Time Management
150. Customer Satisfaction- Risk Management
151. Setting and Managing Public Private Partnerships Performance
152. Public Relations Management for Corporations
153. Business Process Improvement & Staff Productivity Management
154. Developing & Implementing Balanced Scorecard to Achieve Superior Performance
155. Balanced Scorecard
156. Dynamic Office Management and Administration
157. Effective Strategic Planning & Implementation
158. Strategic decision-making for Chief Executives
159. Objectives and target setting for effective performance management
160. Change Management and the Role of Management in Spearheading Changes in Organization
161. Executive Personal Assistant Administrative
162. Courtship Dynamics & Management
163. Employable Skills
164. Induction on Life After University
165. Interview Skills
166. Life Skills
167. Career Development & Succession Planning
168. Managing Investigation & Report Writing
169. Minutes & Record Keeping
170. Administrative Officers

*Training Category: Leadership, Management,  
Legal & Capacity building*

171. Mining Law
172. Art of Persuading Arbitrators, Judges, Boards & Decision Makers
173. 21st Century Legal Secretaries
174. Drafting Legal Documents
175. How National Policies and Legal Frameworks Affects Employment and Labor Relations (ELRA), Public Service Acts (PSA) & Workers Compensation Act (WCF), Its Associated Challenges and How They Influence HR Policies in Tanzania
176. Employment & Labor Relations
177. Contract Management
178. Personal Data Protection in Tanzania
179. Arbitration and Mediation for Alternative Dispute Resolution
180. Ethics & Conflicts of Interest Training for Organizational Effectiveness
181. Leadership, Team Building, and Coaching for Managers
182. Leadership & Behavioral Change Management
183. Strategic Leadership & Good Governance
184. Leadership and Defensive Driving
185. Leadership Skills: Building Success through Teamwork
186. Essential Leadership Skills for Supervisors & managers
187. Management Skills for High-Performing Managers & Leaders
188. Conservation Conflict Management
189. Effective Supervision Skills in the Modern Workplace Environment
190. Etiquettes and impression management for middle and senior leaders
191. Transformational Leadership & Change Management
192. Leadership, Culture, and Change Management
193. Performance Review Meeting And Strategic Leadership Workshop 2023
194. effective management and leadership of trade unions
195. Strategic Leadership Chance Management
196. The board training and leadership retreat
197. Policy Analysis and Policy Implementation
198. Corporate Management & Good Governance
199. Advanced Leadership & Emotional Intelligence
200. Effective management of self, peers, and subordinates
201. Entrepreneurship and innovation for improved service delivery
202. Talent management, Succession Planning, and Performance management
203. Strategic decision-making for Chief Executives
204. Team Building and Leadership Retreat
205. The board training and leadership retreat
206. Performance, Productivity, and Teamwork
207. Building a high-performance team: enhancing collaboration and productivity
208. Corporate Management & Good Governance
209. Effective Strategic Planning & Implementation
210. Dynamic Office Management and

*Training Category: Information Technology,  
Procurement, Business, Sales, & Marketing*

- Administration
211. Procurement Monitoring and Evaluation
212. Procurement Management & PPRA rules and procedures
213. Effective procurement and supplies performance
214. Procurement and supplies management and oversight skills by non-procurement senior managers
215. Strengthening Manufacturing Enterprises Through Quality & Productivity Improvement
216. Effective Management Analysis & Operational Auditing
217. Effective Business Analysis
218. Project Execution Risk Management
219. Financial Management for donor-funded projects
220. Portfolio Management, Trade Finance, And Corporate Treasury
221. Driving Business Through People
222. e-Government for improved Service Delivery and Good Governance
223. Risk Management For Business Managers
224. Self-awareness, Personality Discovery for Business Excellence
225. Organizational Image and Brand-Risk management
226. Developing and Managing Customer Base
227. 21st Century Marketing
228. Business Management and Marketing Development
229. Complaints management and customer service skills
230. Sales and marketing basics for non-sales and marketing professionals
231. Customer Care and Service Delivery Efficiency for Personal Secretaries and Support Staff
232. Customer Satisfaction - Risk Management
233. Customer Centered Public Relations Management
234. Data Management
235. Implementing IT Security & Fraud Prevention in Your Organization
236. Cyber Crime
237. New IT Enabled Security Technologies
238. IT Infrastructure Management
239. IT Infrastructure, Digital and Ethical Hacking Skills
240. IT Security, infrastructure and Data recovery
241. MS Excel for HR
242. MS Excel For Sales and Marketing
243. Advanced MS Excel Training Course
244. Excel Dashboard Training for Management Reporting
245. Financial Modelling Using Excel
246. Database Administration
247. Information Technology Infrastructure Library
248. Microsoft Access database
249. Microsoft office expert level Word, excel, PowerPoint, out internet
250. System Administration Server 2019 & 2021
251. Microsoft Office intermediate level Word, excel, PowerPoint, out internet
252. PowerPoint and Report Writing
253. Computer Networks Administration & Management