



INSTITUTE OF SALES PROMOTION

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DAR ES SALAAM

(GOVERNMENT TRAINING CONSULTANCY - BY VETA - REG. No.VTC.64/85 PSPTB REG. No T1001 AND NBAA REG. No.TPRC/050)

ISP SHORT TRAININGS CALENDAR - 2026 FOR PERFORMANCE IMPROVEMENT TRAINING FOR WORKERS

A: FOR DECISION/POLICY MAKERS, DIRECTORS, MANAGERS/OFFICERS, COORDINATOR, SUPERVISORS/ADMINISTRATORS

PROGRAMME	TARGET PARTICIPANT	TUITION FEE
Financial Accounting and Reporting Skills	Accountants, Financial Officers, Financial Controller	850,000/=
Computerised Accounting Skills	Chief Accountants, Accountants, Cashier	850,000/=
Integrated Digital Marketing Strategies	Marketing Managers Sales Negotiators	850,000/=
Sales and Marketing Skills Development	Sales Representatives	850,000/=
Drafting Financial Statement	Financial Analysts, Auditors	850,000/=
Audit and Assurance	Credit Analysts, Auditors	850,000/=
Computer Auditing	Accountants	850,000/=
Stores Management Skills	Store Keepers	850,000/=
Management of Public Relations and Customer Care	Public Relation Managers, Customer Relations Personnel	850,000/=
Monitoring and Evaluation of Development Project	Project Managers /Coordinators, Planning Officers, Policy Makers	850,000/=
Project Planning and Management	Project Managers, Accountants	850,000/=
Cash Management Skill	Cashiers	850,000/=
Public Procurement and Contract Management	Procurement Practitioners	850,000/=

B: FOR OFFICE SUPPORT/ASSISTANTS, SECURITY GUARDS

PROGRAMME	TARGET PARTICIPANT	TUITION FEE
Ulinzi na usalama hatua ya kwanza/Pili	Maafisa usalama na Walinzi	850,000/=

Wahudumu wa Ofisi hatua ya kwanza/Pili	Wahudumu/Tarishi, Wapokeaji Wageni	850,000/=
Huduma Bora kwa wateja	Wale wote wanaokutana na Wateja	850,000/=

C: FOR TRANSPORT PROFFESIONS INCLUDING DRIVERS AND TRANSPORT OFFICERS

PROGRAMME	TARGET PARTICIPANT	TUITION FEE
Maadili ya Madereva na Stadi za Mawasiliano	Maafisa Usafirishaji, madereva wote	850,000/=
Mafunzo ya kumuongezea Ufanisi Dereva	Madereva wote wa sekta binafsi na umma	850,000/=
Senior Drivers and Transport Officers Course	Transport and Logistics Officers, Senior Drivers	1,080,000/=
Fleet Operation and Maintenance Management	Transport and Logistics Officers	1,080,000/=

D: FOR REGISTRY PROFESSIONALS, OFFICE ADMINISTRATORS/SUPERVISORS, AND FRONT OFFICE PROFESSIONALS

PROGRAMME	TARGET PARTICIPANT	TUITION FEE
Effective Customer Care	Those who renders services to customers	850,000/=
Electronics Records Management and Operations System	Records Managers, Documentation Officers, Secretaries, Registry	850,000/=
Front Office Management Skills	Receptionists, Personal Secretaries	850,000/=
Modern Office Secretarial Skills	Administrators, Office Secretaries	850,000/=
Office Management and Administration Skills	Administrators, Office Secretaries	850,000/=
Records Management Skills	Registry Clerks, Records Managers	850,000/=
Assertiveness Skills for Office Secretaries	Office Secretaries	850,000/=
Improving Interpersonal Relations at Work	PR Officers, Administrators	850,000/=
Effective Communication and Presentation Skills	Office Secretaries, PR Officers, Administrators	850,000/=
Microsoft Office Management for Executive Assistants	Office Secretaries	850,000/=
Management Development Programme for Administrative Staffs	Office Managers, Administrators Office Supervisors	850,000/=

E: SPECIAL TRAINING PROGRAMME

Our special Programmes are tailored to suit the needs of individual organizations and are geared towards quality and competitiveness improvement. Kindly contact us for the programme of your choice including the following.

PROGRAMME	TARGET GROUP
Conflict Management Skills	Human Resources Managers, Public Relations Managers/Officers
Consulting Skills Development	Academician, Consultants, Promoters
Corporate Management	Head of Departments/sections
Monitoring and Evaluation Skills	All Head of Departments
Negotiation Skills	HR, Procurement Officers, Negotiators
Performance Management	Operation Manager, Administrators
Quality Management	Quality Controllers, Production Managers
Risk Management	Risk Managers/Officers, Insurance Managers
Stress Management	HR, PR, Trade Union Leaders
Training Skills for needs Assessment	Those dealing with Training
Project Planning and Implementation	Project Managers/Officers
Change Management Skills	Administrators, Directors, Managers
Sustainable Public Procurement Skills	Procurement Managers/Officers
Good Governance and Leadership In Public Sector	Board of Directors, Leaders, Administrators, Managers
Investment Promotional and Incentives Skills	Investment Officers, Head of Departments Managers
Competency Profiling in the Organization	Directors, Managers, Administrators
Total Quality Management Skills	Senior Officers, Head of Dept., Managers
Asset Management and Strategic Planning	Estate Officers, Directors, Managers

Remittance of fees can be made through Bank Transfer to our Bank A/C No. **018103013385, NBC, MNAZI MMOJA BRANCH – DAR ES SALAAM.**
(A/C Name: INSTITUTE OF SALES PROMOTION)

Our team of coordinators will be available to offer any assistance to find for the participants a better and safe place to stay in those venues, in case need arise so.

For further details on any of the program or booking contact:-

The Course Coordinator

Institute of Sales Promotion

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