



INSTITUTE OF SALES PROMOTION

P.O. Box 616 TEMEKE PHONE: 2856556 MOBILE: 0713 – 352210 / 0712-289898

Fax: - 022 - 2856585, E-mail: info@isp.ac.tz , Website: www.isp.ac.tz

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	Dates	Venue	Tuition Fee
Financial Accounting and Reporting Skills	Accountants, Financial Officers, Financial Controller	1 – 13/6/2026 15 – 27/6/2026 6 – 18/7/2026 20 – 31/7/2026 3 – 15/8/2026 17 – 29/7/2026 7 – 18/9/2026 21/9 – 3/10/2026 5 – 17/10/2026 19 – 31/10/2026 2 – 14/11/2026 16 – 27/11/2026 30 – 12/12/2026 14 – 24/12/2026	DSM ARUSHA TANGA B'MOYO	850,000/=
Computerised Accounting Skills	Chief Accountants, Accountants, Cashier	-DO-	DO	850,000/=
Integrated Digital Marketing Strategies	Marketing Managers Sales Negotiators	-DO-	DO	850,000/=
Sales and Marketing Skills Development	Sales Representatives	-DO-	DO	850,000
Drafting Financial Statement	Financial Analysts, Auditors	-DO-	DO	850,000/=
Audit and Assurance	Credit Analysts, Auditors	-DO-	DO	850,000/=
Computer Auditing	Accountants	-DO-	DO	850,000/=
Stores Management Skills	Store Keepers	-DO-	DO	850,000/=
Management of Public Relations and Customer Care	Public Relation Managers, Customer Relations Personnel	-DO-	DO	850,000/=
Monitoring and Evaluation of Development Project	Project Managers /Coordinators, Planning Officers, Policy Makers	-DO-	DO	850,000/=
Project Planning and Management	Project Managers, Accountants	-DO-	DO	850,000/=
Cash Management Skill	Cashiers	-DO-	DO	850,000/=
Public Procurement and Contract Management	Procurement Practitioners	-DO-	DO	850,000/=

B: FOR OFFICE SUPPORT/ASSISTANTS, SECURITY GUARDS

Programme	Target Participant	Dates	Venue	Tuition Fee
Ulinzi na usalama hatua ya kwanza/Pili	Maafisa usalama na Walinzi	6 – 18/7/2026 20 – 31/7/2026 3 – 15/8/2026 17 – 29/7/2026 7 – 18/9/2026 21/9 – 3/10/2026 5 – 17/10/2026 19 – 31/10/2026 2 – 14/11/2026 16 – 27/11/2026 30 – 12/12/2026 14 – 24/12/2026	DSM ARUSHA KIBAHA	850,000/=
Wahudumu wa Ofisi hatua ya kwanza/Pili	Wahudumu/Tarishi, Wapokeaji Wageni	DO	DSM KIBAHA	850,000/=
Huduma Bora kwa wateja	Wale wote wanaokutana na Wateja	DO	DSM TANGA ARUSHA	850,000/=

C: FOR TRANSPORT PROFESSIONS INCLUDING DRIVERS AND TRANSPORT OFFICERS

Programme	Target Participant	Dates	Venue	Tuition Fee
Maadili ya Madereva na Stadi za Mawasiliano	Maafisa Usafirishaji, madereva wote	21/9 – 3/10/2026 5 – 17/10/2026 19 – 31/10/2026 2 – 14/11/2026 16 – 27/11/2026 30 – 12/12/2026 14 – 24/12/2026	DSM TANGA ARUSHA	850,000/=
Mafunzo ya kumuongezea Ufanisi Dereva	Madereva wote wa sekta binafsi na umma	DO	DSM TANGA ARUSHA	850,000/=
Senior Drivers and Transport Officers Course	Transport and Logistics Officers, Senior Drivers	DO	DSM TANGA ARUSHA	1,080,000/=
Fleet Operation and Maintenance Management	Transport and Logistics Officers	DO	DSM TANGA ARUSHA	1,080,000/=

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

Programme	Target Participant	Dates	Venue	Tuition Fee
Effective Customer Care	Those who renders services to customers	6 – 18/7/2026 20 – 31/7/2026 3 – 15/8/2026 17 – 29/7/2026 7 – 18/9/2026 21/9 – 10/10/2026 5 – 17/10/2026 19 – 1/10/2026	DSM ARUSHA TANGA KIBAHA	850,000/=
Electronics Records Management and Operations System	Records Managers, Documentation Officers, Secretaries, Registry	DO	DO	850,000/=
Front Office Management Skills	Receptionists, Personal Secretaries	DO	DO	850,000/=
Modern Office Secretarial Skills	Administrators, Office Secretaries	DO	DO	850,000/=
Office Management and Administration Skills	Administrators, Office Secretaries	DO	DO	850,000/=
Records Management Skills	Registry Clerks, Records Managers	DO	DO	850,000/=
Assertiveness Skills for Office Secretaries	Office Secretaries	DO	DO	850,000/=
Improving Interpersonal Relations at Work	PR Officers, Administrators	DO	DO	850,000/=
Effective Communication and Presentation Skills	Office Secretaries, PR Officers, Administrators	DO	DO	850,000/=
Microsoft Office Management for Executive Assistants	Office Secretaries	DO	DO	850,000/=
Management Development Programme for Administrative Staffs	Office Managers, Administrators, Office Supervisors	DO	DO	850,000/=

E:MAFUNZO YA KUJIANDAA NA MAISHA BAADA YA KUSTAAFU KAZI

Walengwa: Wote walio katika ajira rasmi; Mahali: D'Salaam, Tanga, Morogoro na Arusha

Ada: 850,000/=

Kundi Namba	Tarehe	
Moja	5 – 17/1/2026, 19 – 31/1/2026	2 – 14/2/2026, 16 – 27/2/2026
Mbili	2 – 14/3/2026, 16 – 28/3/2026	6 – 18/4/2026, 20 – 2/5/2026
Tatu	4 – 16/5/2026, 18 – 30/5/2026	1 – 13/6/2026, 15 – 27/6/2026
Nne	6 – 18/7/2026, 20 – 31/7/2026	3 – 15/8/2026, 17 – 29/8/2026
Tano	1 – 12/9/2026, 14 – 26/9/2026	5 – 17/10/2026, 19 – 31/10/2026
Sita	2 – 14/11/2026, 16 – 28/11/2026	1 – 12/12/2025, 14 – 24/12/2026

F: 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

All above courses are held as scheduled, employers, participants and sponsoring organization are kindly requested to submit bookings a week prior the date of the training. Fees payment stated above, will only cover, tuition, learning materials and tea during the training sessions, participants are to look for their own means of accommodation and transport. Other short course training programmes are available upon Institution/Participants special request including 2 to 4 Weeks.

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

P.O. Box 616, Tel: 022-2856556 E-mail: info@isp.ac.tz

Mob: 0713 - 352210 / 0767 - 352210

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