



2019

RECABI MANAGEMENT AND LEADERSHIP TRAINING PROGRAMMES

OUR MOTTO: EMPOWERING ORGANIZATIONS TO DELIVER
WEBSITE: www.recabi.ac.tz



REGIONAL CAPACITY BUILDING INITIATIVE

(Our Motto: Empowering Organizations to Deliver)

10 REASONS TO TRAIN WITH RECABI

- | | | | |
|---|---|----|---|
| 1 | Is determined to satisfy the long cry for a viable alternative; | 5 | Has experienced and committed trainers; |
| 2 | Is strategically positioned to promote business effectiveness; | 6 | Learning ambience is superb; |
| 3 | Is product, and service quality oriented; | 7 | Its management is responsive; |
| 4 | Offers empowering programmes; | 8 | Cares about Learners interests; |
| | | 9 | Charges reasonable fees comparatively; |
| | | 10 | Outputs skilled ready to serve graduates. |


Based at Arusha, Tanzania

CONTACTS:

Managing Director (Cell - Personal: +255 754 673 375)

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TUITION FEE STRUCTURE COMPARISON

		VENUES IN AFRICA OTHER INSTITUTIONS IN ECSA	IN DUBAI		
DURATION	RECABI		DURATION	RECABI	OTHER INSTITUTIONS
1 week	US\$ 900 only	US \$ 1,100 or more	1 week	US\$ 1,200 only	US\$ 1,400 or more
2 weeks	US\$ 1,300 only	US \$ 1,400 or more	2 weeks	US\$ 2,000 only	US\$ 2,200 or more
3 weeks	US\$ 2,000 only	US \$ 2,100 or more			
4 weeks	Not Available	US \$ 2,750 or more			

RECABI

The Enriching Training Destination

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P. O. BOX 1349
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CLUSTER	CODE	Programme Title	Weeks	Date		Venue	
				January	February		
1	HCMP	100	HUMAN CAPITAL RESEARCH AND PLANNING PROGRAMME	2	21	01	RECABI HQ, NJIRO, ARUSHA
2	HCMP	101	HUMAN CAPITAL MANAGEMENT AND DEVELOPMENT PROGRAMME	2	28	08	RECABI HQ, NJIRO, ARUSHA
3	LSDP	501	MONITORING AND EVALUATION OF GOVERNMENT PROJECTS/PROGRAMMES	2	21	01	RECABI HQ, NJIRO, ARUSHA

KEY: **HCMP** - Human Capital Management Programmes
FMP - Financial Management Programmes
PRCSP - Public Relations and Customer Service Programmes

ASDP - Administration Skills Development Programmes
LSDP - Leadership Skills Development Programmes

JANUARY

2019

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CLUSTER	CODE	Programme Titles	Weeks	Date		Venue	
				February	March		
4	HCMP	102	STRATEGIC EMPLOYEES RECRUITMENT AND SELECTION PROGRAMME	2	04 - 15		RECABI HQ. NJIRO, ARUSHA
5	HCMP	104	MANAGEMENT DEVELOPMENT PROGRAMME FOR EXECUTIVE ASSISTANTS (LEVEL I)	3	18	03	RECABI HQ. NJIRO, ARUSHA
6	HCMP	103	TRANSFORMING ATTITUDE, BEHAVIOUR AND ENHANCING TEAM WORKING	2	25	08	MOMBASA, KENYA
7	FMP	201	ACCOUNTING AND FINANCE FOR NON FINANCE MANAGERS	2	18	01	RECABI HQ. NJIRO, ARUSHA
8	PRCSP	301	CUSTOMER SERVICE IMPROVEMENT PROGRAMME	2	04 - 15		MOMBASA, KENYA

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FEBRUARY

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				March	April	
9	HCMP	105	DESIGN AND IMPLEMENTATION OF HUMAN CAPITAL POLICIES	2	11 - 22	RECABI HQ., NJIRO, ARUSHA
10	FMP	202	AUDITING FOR INTERNAL AUDITORS	2	18 - 29	RECABI HQ., NJIRO, ARUSHA
11	LSDP	502	DEVELOPING STRATEGIES FOR REALIZING MISSION AND VISION	1	25 - 29	DUBAI, UAE
12	PRCSP	302	MANAGEMENT OF PUBLIC RELATIONS AND CORPORATE SOCIALRESPONSIBILITY	2	04 - 15	MOMBASA, KENYA

MARCH

2019

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				April	May	
13 HCMP	106	MANAGING THE TRAINING AND DEVELOPMENT FUNCTION	2	08 - 19		RECABI HQ. NJIRO, ARUSHA
14 HCMP	107	TRAINING AND LEARNING FACILITATION SKILLS DEVELOPMENT (TOT)	2	29	10	RECABI HQ. NJIRO, ARUSHA
15 ASDP	401	OFFICE MANAGEMENT AND ADMINISTRATION I (BASIC)	2	08	19	MOMBASA. KENYA
16 FMP	203	BUDGETING AND BUDGETARY CONTROL PROGRAMME	2	22	03	MWANZA, TANZANIA
17 PRCSF	303	EVENTS AND PROTOCOL MANAGEMENT PROGRAMME	2	08 - 19		MOMBASA, KENYA

APRIL

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				May	June	
18 HCMP	108	MANAGEMENT DEVELOPMENT PROGRAMME FOR EXECUTIVE ASSISTANTS (LEVEL 1)	3	20	07	MOMBASA, KENYA
19 ASDP	402	WORK PLANNING SCHEDULING AND IMPLEMENTATION	1	13 - 17		RECABI HQ., NJIRO, ARUSHA
20 FMP	204	COST AND MANAGEMENT ACCOUNTING PROGRAMME	2	20 - 31		MWANZA, TANZANIA
21 LSDP	503	LEADERSHIP AND MANAGEMENT SKILLS DEVELOPMENT	1	06 - 10		DUBAI, UAE
22 PRCSP	304	PUBLIC RELATIONS AND CUSTOMER CARE FOR FRONT OFFICE STAFF	2	13 - 24		MOMBASA, KENYA

MAY

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				June	July		
23	HCMP	109	MANAGEMENT DEVELOPMENT PROGRAMME FOR SUPERVISORS	2	03 -14		RECABI HQ., NJIRO, ARUSHA
24	HCMP	110	HUMAN CAPITAL RESEARCH AND PLANNING PROGRAMME	2	24	05	RECABI HQ. NJIRO, ARUSHA
25	HCMP	111	EFFECTIVE SALARY, BENEFITS AND INCENTIVES ADMINISTRATION	2	24	05	RECABI HQ. NJIRO, ARUSHA
26	FMP	205	FINANCIAL MANAGEMENT FOR NGOs	2	17 - 28		MOMBASA, KENYA

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JUNE

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				July	August	
27 HCMP	112	TRANSFORMING ATTITUDE, BEHAVIOUR AND ENHANCING TEAM WORKING	2	08 - 19		MOMBASA, KENYA
28 HCMP	113	STRATEGIC HUMAN RESOURCE MANAGEMENT	2	22	2	RECABI HQ., NJIRO, ARUSHA
29 ASDP	403	INFORMATION COMMUNICATION AND TECHNOLOGY (ICT) SKILLS DEVELOPMENT	2	01 - 12		RECABI HQ., NJIRO, ARUSHA
30 FMD	206	ENTREPRENEURSHIP DEVELOPMENT PROGRAMME	2	09 - 20		RECABI HQ., NJIRO, ARUSHA

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JULY

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CLUSTER	CODE	Programme Title	Weeks	Date		Venue
				August	September	
31	HCMP	112	MANAGEMENT DEVELOPMENT PROGRAMME FOR EXECUTIVE ASSISTANTS (LEVEL 2)	3	05 - 23	MOMBASA, KENYA
32	FMP	207	FINANCIAL MANAGEMENT PROGRAMME	2	12 - 23	RECABI HQ. NJIRO, ARUSHA
33	LSDP	504	MONITORING AND EVALUATION OF GOVERNMENT PROJECTS/PROGRAMMES	2	05 - 16	MOMBASA, KENYA
34	LSDP	505	LEADERSHIP, TEAM BUILDING AND CHANGE MANAGEMENT	2	05 - 16	DUBAI, UAE
35	PRCSP	305	EFFECTIVE MARKETING OF BUSINESS PRODUCTS AND SERVICES	2	05 - 16	RECABI HQ. NJIRO, ARUSHA

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AUGUST

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				September	October		
36	ASDP	404	JOB ANALYSIS AND JOB EVALUATION PROGRAMME	2	02 - 13		RECABI HQ., NJIRO, ARUSHA
37	ASDP	405	BEST PRACTICES IN BUSINESS MANAGEMENT AND ADMINISTRATION	2	09 - 20		RECABI HQ., NJIRO, ARUSHA
38	FMP	208	FINANCIAL MANAGEMENT OF DONOR FUNDED PROJECTS	2	16 - 27		KAMPALA, UGANDA
39	LSDP	506	DEMOCRATIZING WORKPLACES THROUGH PRINCIPLE AND VALUE-CENTRED LEADERSHIP	1	02 - 06		MWANZA, TANZANIA
40	LSDP	507	STRATEGIC MANAGEMENT PROGRAMME	2	23	04	ZANZIBAR, TANZANIA

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SEPTEMBER

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				October	November	
41 HCMP	114	MANAGEMENT DEVELOPMENT PROGRAMME FOR EXECUTIVE ASSISTANTS (LEVEL 2)	3	07 - 25		RECABI HQ., NJIRO, ARUSHA
42 HCMP	115	PERSONAL AND EXECUTIVE ASSISTANTS JOINT BUSINESS FACILITATION PROGRAMME	1	21 - 25		DUBAI, UAE
43 HCMP	116	HUMAN CAPITAL MANAGEMENT AND DEVELOPMENT PROGRAMME	2	28	08	RECABI HQ. NJIRO, ARUSHA
44 ASDP	406	OFFICE MANAGEMENT AND ADMINISTRATION (ADVANCED)	2	07 - 18		RECABI HQ., NJIRO, ARUSHA
45 FMP	209	INTERNATIONAL FINANCE PROGRAMME	2	14 - 25		RECABI HQ., NJIRO, ARUSHA

OCTOBER

2019

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				November	December	
46 HCMP	116	EMPLOYEE COACHING, MENTORING AND COUNSELING PROGRAMME	2	04 - 16		MOMBASA, KENYA
47 HCMP	117	EFFECTIVE SALARY, BENEFITS AND INCENTIVES ADMINISTRATION	2	18 - 29		RECABI HQ., NJIRO, ARUSHA
48 FMP	209	PUBLIC SECTOR FINANCIAL MANAGEMENT	2	11 - 22		RECABI HQ., NJIRO, ARUSHA
49 ASDP	407	RECORDS MANAGEMENT PROGRAMME	2	18 - 29		RECABI HQ., NJIRO, ARUSHA
50 LSDP	508	CREATING AND SUSTAINING HIGH PERFORMANCE ORGANIZATIONS (HPOs)	1	25 - 29		DUBAI, UAE

NOVEMBER

2019

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				December	
51 ASDP	408	ADVANCED ICT SKILLS PROGRAMME FOR EXECUTIVE ASSISTANTS	2	02 - 13	RECABI HQ., NJIRO, ARUSHA
52 ASDP	409	MANAGING MEETINGS, CONFERENCES AND EFFECTIVE MINUTES WRITING	2	09 - 20	MOMBASA, KENYA
53 ASDP	410	ADMINISTRATION AND MANAGEMENT TRAINING FOR FRONT OFFICE STAFF	2	09 - 20	MOMBASA, KENYA
54 ASDP	411	EMPLOYEES SUCCESSION AND PRE-RETIREMENT PLANNING	2	09 - 20	RECABI HQ., NJIRO, ARUSHA
55 LSDP	509	MANAGING EMPLOYEES CAREERS AND WORK - LIFE BALANCE	1	16 - 20	DUBAI, UAE

DECEMBER

2019

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SUGGESTED TITLES FOR TAILOR - MADE PROGRAMMES

NO.	PROGRAMME TITLE	DURATION	VENUE & DATES
1	ENTREPRENEURSHIP DEVELOPMENT COURSE	5 DAYS	CLIENT TO DECIDE
2	ENHANCING MANAGEMENT - LABOUR RELATIONS	5 DAYS	CLIENT TO DECIDE
3	STRATEGIC THINKING AND CORPORATE PLANNING	5 DAYS	CLIENT TO DECIDE
4	DEVELOPING EFFECTIVE MOTIVATIONAL PACKAGES	5 DAYS	CLIENT TO DECIDE
5	APPRECIATING THE BALANCED SCORE CARD	5 DAYS	CLIENT TO DECIDE
6	IMPROVING ORGANIZATIONAL PRODUCTIVITY THROUGH PERFORMANCE CONTRACTING	5 DAYS	CLIENT TO DECIDE
7	SUCCESSION PLANNING PROGRAMME	5 DAYS	CLIENT TO DECIDE
8	TOTAL QUALITY MANAGEMENT PROGRAMME	5 DAYS	CLIENT TO DECIDE
9	DESIGNING CORPORATE DEBT RECOVERY STRATEGIES	5 DAYS	RECABI HQ ARUSHA
10	INSTITUTIONAL VISION AND MISSION REALIZATION	5 DAYS	CLIENT TO DECIDE
11	ASSESSING EMPLOYEES LEARNING NEEDS	5 DAYS	CLIENT TO DECIDE
12	DESIGNING AN EFFECTIVE PERFORMANCE APPRAISAL SYSTEMS	5 DAYS	CLIENT TO DECIDE
13	DEVELOPING STRATEGIC PLANS	5 DAYS	CLIENT TO DECIDE

RECABI OFFICE HEADQUARTERS

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NOTE : CONTACT ADDRESSES FOR KAMPALA, NAIROBI AND DODOMA WILL BE COMMUNICATED THROUGH MEDIA



The Board, Management, Faculty and Staff extend sincere gratitude to ECSCA Governments and wish them successful realization of their VISIONS through strategic HRD policies and plans.

Equally, wish trainees of RECABI's Empowering programmes vigour, enthusiasm and continued interest as they enhance knowledge, skills and Attitude - weapons for transforming their Nations/ Organizations.

RECABI

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