

INSTITUTE OF SOCIAL WORK

Phone: +255 22 2700918/2774443
Fax: 2701375
Email: info@isw.ac.tz
Website: www.isw.ac.tz



210 Shekilango Road
P.O. Box 3375
14113 Kijitonyama
Dar es Salaam

DEPARTMENT OF LABOUR STUDIES

INVITATION TO SHORT COURSES

S/N	Course Title	Duration	Fees	Date	Venue
1.	The Use of Alternative Disputes Resolution Approaches (Mediation, Arbitration ,Negotiation) in Resolving Workplace Disputes	5 days	500,000@	25-30 Sept-2022	ISW Venue/ In house training
2.	Practical Aspects of Disciplinary Hearing <ul style="list-style-type: none">• Managing Employee Conduct• Disciplinary Hearing Procedures• Grievance Procedures	5 days	500,000@	17-21 Oct -2022	ISW Venue/ In house training
3.	Office Management skills for effective performance of personal Secretaries and Executive Assistants	5 days	500,000@	6-10 Nov -2022	ISW Venue/ In house training

The fee should be deposited in the Institute CRDB Account (Control number 994980066905)

Contacts

For additional information

[+255719117592](tel:+255719117592)-sara.mbasha@isw.ac.tz

[+255752680558](tel:+255752680558)-timothy.justus@isw.ac.tz