INSTITUTE OF SOCIAL WORK

Dar es Salaam | Kilimanjaro

PLANNED CALENDAR FOR SHORT COURSES 2026/2027

S/No	Short Course Title	Proposed Month/Date	Target Participants	Fee
1	Professional Minutes Taking and Report Writing Using AI Tools	17-21 August 2026 Dar Salaam	• Administrative Officers • Human Resource Officers • Human Resource Managers • Records and Archives Officers • Registry Officers • Executive Secretaries and Personal Assistants • Committee Secretaries • Board and Committee Secretaries	1,000,000/=
2	Modern Motivation and Employee Retention Strategies	21 – 25 September, 2026 Dar e salaam	• Human Resource Officers • Administrative Officers • Human Resource Managers • Director of HR and Administration • Director of Training	1,000,000/=
3	Basic Counselling and Guidance Skills	September 2026	Counsellors, teachers, social workers, community workers, health practitioners, youth mentors	1,000,000/=
4	The smooth transition from school to campus life	September 2026	Form and form six graduates joining college and universities, parents, gurdians, NGOs dealing with youths, wardens, Dean of students	1,000,000/=
5	Social media presence, Visibility & Digital Marketing	September/October 2026	Anyone interested with the course	1,000,000/=

6	Ai Governance, Ethics, Legal Risk Management And Compliance For Morden Organisations	September/October 2026	Anyone interested with the course	1,000,000/=
7	Artificial Intelligence For Self Employment.	September/October 2026	Graduates Who Need To Employ Themselves Using Ai.	1,000,000/=
8	Mental Health Awareness and Psychosocial Support	October 2026	Counselors, social workers, educators, health workers, community practitioners	1,000,000/=
9	Resilient Leadership: Mastering Service Excellence and Emotional Stability	05 – 09 October, 2026 Tanga	• Top Management professionals • Human Resource Officers • Human Resource Managers • Administrative Officers • Heads of Departments, • Heads of Units, and • Line Managers/Supervisors	1,000,000/=
10	Project management and Monitoring and Evaluation	November 2026	Project manager and supervisors,	1,000,000/=
11	Emotional Intelligence and Interpersonal Skills	November 2026	Professionals, managers, educators, leaders and human resource practitioners	1,000,000/=

12	Conflict Management and Compliance with Labour Laws	23 – 27 November, 2026 Morogoro	Human Resource Officers Administrative Officers Human Resource Managers Director of HR and Administration Director of Training	1,000,000/=
13	Handling disciplinary procedures at workplace	November	Anyone interested with the course	1,000,000/=
14	Risk management	December	Planning officers and any other who may be interested	1,000,000/=
15	Strategic Planning and Budgeting with AI: Tools, Techniques and Best Practices	14 – 18 December, 2026 Dar es salaam	• Planning Officers • Finance Officers • Budget Committee Members, • Heads of Departments/Units	1,000,000/=
16	Stress Management and Resilience Building	January 2027	Employees, caregivers, counsellors, social service providers	1,000,000/=
17	Modern Motivation and Employee Retention Strategies	25-29 January, 2027 Dar es salaam	• Human Resource Officers • Administrative Officers • Human Resource Managers • Director of HR and Administration • Director of Training	1,000,000/=

18	Employers Liabilities.	January/February 2027	Anyone interested with the course	1,000,000/=
19	Behaviour Modification Techniques and Behaviour Change Strategies	February 2027	Counsellors, psychologists, teachers, social workers, rehabilitation practitioners	1,000,000/=
20	Conflict Management and Compliance with Labour Laws	08 – 12 February, 2027 Arusha	• Human Resource Officers • Administrative Officers • Human Resource Managers • Director of HR and Administration Director of Training	1,000,000/=
21	Preparation for retirement	March 2027	Human Resource offices and Employees	1,000,000/=
22	Career Guidance and Counselling Skills	March 2027	Career officers, teachers, vocational trainers, youth development practitioners	1,000,000/=
23	Strategic Planning and Budgeting with AI: Tools, Techniques and Best Practices	01 – 05 March, 2027 Morogoro	• Planning Officers • Finance Officers • Budget Committee Members, • Heads of Departments/Units	1,000,000/=

24	The role of workers councils and trade unions and its implication at workplace	April 2027	Workers' councils	1,000,000/=
25	Child and Adolescent Mental Health and Psychosocial Support	April 2027	Teachers, counsellors, social workers, child protection practitioners	1,000,000/=
26	Professional Minutes Taking and Report Writing Using AI Tools	24 – 28 April,2027 Dar e salaam	• Administrative Officers • Human Resource Officers • Human Resource Managers • Records and Archives Officers • Registry Officers • Executive Secretaries and Personal Assistants • Committee Secretaries • Board and Committee Secretaries	1,000,000/=
27	Unfair and fair termination and its implications	May 2027	Employers	1,000,000/=
28	Digital Wellness and Mental Health in the Tech Era	May 2027	Employees, managers, IT professionals, educators, parents, mental health practitioners, and HR professionals	1,000,000/=
29	Resilient Leadership: Mastering Service Excellence and Emotional Stability	03-07 May, 2027 Dar es salaam	• Top Management professionals • Human Resource Officers • Human Resource Managers • Administrative Officers • Heads of Departments, • Heads of Units, and • Line Managers/Supervisors	1,000,000/=

30	Guidance and Counselling Skills	June 2027	Deans of students and matrons from training institutions	1,000,000/=
31	Advanced Counselling Skills and Therapeutic Approaches	June 2027	Practising counsellors, psychologists, social workers and helping professionals	1,000,000/=
32	Strategic Planning and Budgeting with AI: Tools, Techniques and Best Practices	01 – 05 June, 2027	• Planning Officers • Finance Officers • Budget Committee Members, • Heads of Departments/Units	1,000,000/=
33	Managing Emotional and Behavioral Disorders in School	July 2027	Practicing school counselors, Teacher- counselors, Teachers, special education professionals, educational psychologists, school administrators, and support staff	1,000,000/=

Issued by

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