

**THE INSTITUTE OF PUBLIC ADMINISTRATION - ZANZIBAR**  
**TRAINING CALENDAR FOR THE FINANCIAL YEAR 2023/2024**

PROGRAM CODE	PROGRAMME NAME	DURATION	CATEGORY OF STAFF	*VENUES	DATES	TRAINING FEE
<b>EXECUTIVE LEADERSHIP PROGRAMMES</b>						
IPA/ELP001/SLIDMP	Strategic and formatives leadership for Internal Directors and managers in Public Sectors	3 Days	All Internal Directors in Public Sectors and Institution Coordinators (Pemba)	CHUO CHA UTALII - MARUHUBI CHUO CHA UTALII - MARUHUBI	13 - 15/OCT/2023 3 - 5/NOV/2023	450,000/= Each participant
IPA/ELP002/PEVM	Protocol, etiquettes, dressing codes and events management	2 Days	Principal and Deputy Principal Secretaries. Officers in Charge - Pemba, Directors, Managers, CEOs, Heads of Institutions.	UKUMBI WA MAKONYO WAWI - PEMBA GOLDEN TULIP, AIR PORT	1 - 3/DEC/2023 20 - 22/OCT/2023 27 - 29/OCT/2023	
<b>MANAGEMENT DEVELOPMENT PROGRAMMES</b>						
IPA/MD001/EBGSCS	Strategic communication skills	3 Days	Board/Council Secretaries, Directors, communication officers, personal secretaries (PS), and advisor's to senior officers	VISITOR INN - JAMBIANI VISITOR INN - JAMBIANI UKUMBI WA MAKONYO WAWI - PEMBA	10 - 12/NOV/2023 17 - 19/NOV/2023 24 - 26/NOV/2023	450,000/= Each participant
IPA/MD002/FRM	Fraud awareness & Fraud Risk Management.	3 Days	Heads of Institutions, Directors, Managers, Accountants, Legal	CHUO CHA UTALII - MARUHUBI CHUO CHA UTALII - MARUHUBI	15 - 17/DEC/2023 22 - 24/DEC/2023	

			Officers, ICT Officers, HR Officers, Auditors,	UKUMBI WA MAKONYO WAWI - PEMBA	19 - 21/JAN/2024	
IPA/MD003/EHSCP	Effective and Efficient Hospitality Skills	3 Days	Public Relations Officers, Front Office officers (Receptionists), Office Secretaries, Registry Officers, Marketing Officers, Accountants, Auditors	CHUO CHA UTALII - MARUHUBI	9 - 11/FEB/2024	350,000/= Each participant
				CHUO CHA UTALII - MARUHUBI	16 - 18/FEB/2024 23 - 25/FEB/2024	
				UKUMBI WA MAKONYO WAWI - PEMBA	8 - 10/MARCH/2024	
				UKUMBI WA MAKONYO WAWI - PEMBA	15 - 17/MARCH/2024	
IPA/MD004/ESST	Effective Use of Various Statistical Software (tools) (SPSS, EXCEL, PLS-AMOS) to process government and non- government data.	3 Days	Heads of Institutions, Directors, Managers, Financial Officers, Legal Officers, HR Officers, Planning and Research Officers, University Students.	CHUO CHA UTALII - MARUHUBI	29 - 31/ MARCH/2024	350,000/= Each participant
				CHUO CHA UTALII - MARUHUBI	5 - 7/APRIL/2024 19 - 21/APRIL/2024	
				UKUMBI WA MAKONYO WAWI - PEMBA	3 - 5/MAY/2024	
<b>HUMAN RESOURCE AND PERFORMANCE MANAGEMENT PROGRAMMES</b>						
IPA/HRM001/EMPSP	Management of Public Servants Records.	3 Days	All Records officers, Heads of HR/ Secretaries of the Boards/Councils, Heads of departments in Public sectors, Office Secretaries.	CHUO CHA UTALII - MARUHUBI	17 - 19/MAY/2024	350,000/= Each participant
				CHUO CHA UTALII - MARUHUBI	7 - 09/JUNE/2024	
				UKUMBI WA MAKONYO WAWI - PEMBA	14 - 16/JUNE/2024	
<b>INDUCTION TRAINING FOR NEW PUBLIC SERVANTS</b>						
IPA/IC001/ICNSP	Induction course for New servants in Public sectors	2 Days	All new public servants in Public sectors	IPA - TUNGUU	7 - 8 OCT/2023 21 - 22 OCT/2023	120,000/= Each participant

				<b>WIZARA YA FEDHA - PBA</b>	14 - 15 OCT/2023	<b>120,000/= Each participant</b>
<b>IPA/IC002/ICNSP</b>	<b>Induction course for New servants in Public sectors</b>	2 Days	All new public servants in Public sectors	<b>IPA - TUNGUU</b>	28 - 29 OCT/2023 02 - 03 DEC/2023 30 - 31 DEC/2023	
				<b>WIZARA YA FEDHA - PBA</b>	6 - 7 JAN/2024	
<b>IPA/IC003/ICNSP</b>	<b>Induction course for New servants in Public sectors</b>	2 Days	All new public servants in Public sectors	<b>IPA - TUNGUU</b>	09 - 10 MARCH/2024 16 - 17 MARCH/2024	
				<b>WIZARA YA FEDHA - PBA</b>	30 - 31 MARCH/2024 13 - 14 APRIL/2024	
<b>IPA/IC004/ICNSP</b>	<b>Induction course for New servants in Public sectors</b>	2 Days	All new public servants in Public sectors	<b>UNGUJA</b>	8 - 9 JUNE/2024 15 - 16 JUNE/2024	
				<b>WIZARA YA FEDHA - PBA</b>	22 - 23 JUNE/2024 29 - 30 JUNE/2024	
<b>COURSES FOR EXPECTED RETIREES FROM PUBLIC AND PRIVATE SECTORS</b>						
<b>IPA/RC001/SCRSP</b>	<b>Preparedness for life after retirement – how to plan to invest (5 years to retirement)</b>	3 Days	All expected retirees from Public and Private sectors	<b>IPA - TUNGUU</b>	10 - 12 NOV/2023 24 - 26 NOV/2023	
				<b>WIZARA YA FEDHA - PBA</b>	8 - 10 DEC/2023	
<b>IPA/RC002/SCRSP</b>	<b>How to manage investment for expected retirees in both Public and Private sectors (2 years to retirements)</b>	3 Days	All expected retirees from Public and Private sectors	<b>IPA - TUNGUU</b>	12 - 14 APRIL/2014 19 - 21 APRIL/2024	
				<b>WIZARA YA FEDHA - PBA</b>	10 12 MAY/2024	
<b>ICT PROGRAMMES FOR PUBLIC SERVANTS</b>						
<b>IPA/ICTG001/ITPS</b>	<b>ICT governance in Public Sectors</b>	2 Days	Principal and Deputy Principal Secretaries, Officers in Charge – Pemba, Directors of the Ministries, Heads of the Institutions, Internal Directors and Heads of Units.	<b>GOLDEN TULIP - AIR PORT</b>	24 - 25/JUNE/2024 7 - 8/JUNE/2024	<b>650,000/= Each participant</b>

				UKUMBI WA MAKONYO WAWI - PEMBA	14 - 15/JUNE/2024	
<b>IPA/ICT002/CSSMP</b>	<b>Cyber Security and Information System Security Management in Public sectors</b>	3 Days	Heads of Institutions, Directors, Managers, Accountants, Heads of Units, Auditors.	CHUO CHA UTALII - MARUHUBI	18 - 20/JUNE/2024	<b>450,000/= Each participant</b>
				UKUMBI WA MAKONYO WAWI - PEMBA	25 - 27/JUNE/2024	
<b>IPA/ICT003/ERM</b>	<b>Electronic Records Management.</b>	3 Days	All Records and information management officers who include officers working in accounts, stores, registry, personnel and library.	CHUO CHA UTALII - MARUHUBI	13 - 15/JUNE/2024	<b>350,000/= Each participant</b>
				UKUMBI WA MAKONYO WAWI - PEMBA	20 - 22/JUNE/2024	
<b>IPA/ICT005/MISPS</b>	<b>ICT - Integrated Financial Management Information System for Procurement Officers</b>	3 Days	Procurement and supply Chain Officers, Accountants, Auditors,	CHUO CHA UTALII - MARUHUBI	18 - 22/JUNE/2024	<b>350,000/= Each participant</b>
				UKUMBI WA MAKONYO WAWI - PEMBA	25 - 29/JUNE/2024	

**KEY**

**\*SUBJECT TO CHANGE.**