

COLLEGE OF BUSINESS EDUCATION

ANNUAL CALENDAR FOR SHORT COURSE TRAINING PROGRAMME

Course	Overall Objective	Target Group	Venue	Dates
<i>Weigh Scale Repair Stage I (Mechanical and Digital Scales).</i>	<p>Basic Weighing Scale Repair (Mechanical and Digital Scales). The course intended at training weighing scale technicians on the basic hands-on skills of repairing mechanical and digital weighing scales. The course will basically highlight;</p> <ul style="list-style-type: none"> • Installation of weighing scale ranging from portable pedestal weighing scale to weighbridge platform • Repairing and Servicing of Mechanical and Digital Scales • Calibration of Mechanical and Digital Scales • Weights and Measures Laws and Regulation pertaining weighing instruments and practices 	<p>The training expected to greatly benefit;</p> <ul style="list-style-type: none"> • Licensed and non-licensed scale technicians • Industrial technicians • Scales calibration Personnel • Sellers and Suppliers of scales • Scales and weighbridge operators 	CBE, Dar Es Salaam	20 th – 25 th July 2020
<i>Advanced Academic Writing</i>	<p>Ability to produce well written scientific paper, engage with academic texts, construct academic sentence, paragraph, and stories. Make good academic presentations. Demonstrate critical reading and analytical skills, including understanding an argument's major assertions and assumptions, and how to evaluate its supporting evidence. Ability to manage reviewers' comments successfully, access and publish in high quality journals, refrain from predatory/ fake publishers/ journals</p>	Postgraduate candidates, researchers, lecturers		2 nd - 6 th August 2020

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<i>Training on systematic review and meta-analysis</i>	The main objective of this workshop is to equip participants with necessary hands-on skills to conduct systematic review and Meta-analysis. Participants will gain knowledge and skills on how to synthesize evidence and use it to inform policy and decision making. The evidence for making policy, programme and practice decisions is best based on careful analyses and syntheses of multiple studies.	Interested academic staff, researchers, information professionals, government ministry representatives, civil society representatives, postgraduate students from different institutions	Online Training via Webinar	11 th -14 th August 2020
<i>Research Preparation and Analysis</i>	<p>The training is intended to enable participants to comprehend the fundamentals of research data preparation and appreciate the fundamentals of using SPSS.</p> <p>At the end of the course, every participant will be able to undertake the basic data manipulation in SPSS, run basic data analysis and descriptive statistics, undertake advanced data analysis in SPSS, and manipulate and use SPSS data output.</p>	<p>Any person with the basic knowledge of Microsoft computer application, with a good understanding of procedures required in undertaking research in social sciences. A solid background in econometrics or statistics is an added advantage.</p> <p>Master degree and PhD students are highly encouraged to attend.</p>	CBE Dar Es Salaam	24 th - 28 th August 2020
<i>Result-Based Monitoring & Evaluation Skills</i>	To equip participants with knowledge and skills necessary for effective and systematic monitoring and evaluation of development programs and projects	Project Management Professionals from all sectors such as Monitoring and Evaluation Officers, Directors, Managers, Project Managers, Municipal Directors and DEDs, Programme Managers, Strategic Planners, Project Accountants in both public and private organizations	CBE Dar Es Salaam	14 th - 18 th September 2020

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<i>Entrepreneurship and Business Management</i>	The main objective of this training is to equip participants with necessary entrepreneurial and business skills from business opportunity selection, idea generation, starting and managing the business ventures profitably and sustainably.	The program is specifically designed to all business people and small and medium enterprise owners and government officials. Specifically, the course targets trade officers in district, town and city councils, business owners, owners of manufacturing industries, business managers and employees and all people employed in public and private sector that plan to start and manage businesses in future.	CBE Dar Es Salaam/ CBE Mbeya and CBE Mwanza	21 st - 23 th September 2020
<i>Design Science Research (DSR)</i>	To provide participants with ability to plan, implement, and evaluate DSR projects, and conduct PhD research through DSR	Ongoing & prospective Information Systems PhD Candidates, Information systems researchers	CBE Dodoma	28 th – 30 th September 2020
<i>Career Planning and Business Succession Management</i>	This short course intends to enable managers and business owners to gain an increased understanding of the importance of employee and business development. It is intended for individuals or organizations seeking to understand concepts of career, business and entrepreneurial development in ensuring a good business succession management. It will help participants to identify factors contributing to successful career, business and entrepreneurial development. Learners will also discern the importance of business plan to a good business succession management	Middle and Senior level personnel officers/managers, business owners and prospective students.	CBE Mwanza	6 th - 8 th October 2020

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<i>Customer Service</i>	Focusing on the Marketing of services and customer service areas of expertise, knowledge and process, the training is intended to equip participants with knowledge, skills and positive attitude that will help to highly ranked service providers in the service industry both locally and globally. At the end of the course, every participant will be able to understand the value of customer service to the organization, strategies to handle customers and give feedback timely and effectively and ways to assess the best and or poor service and strategies to overcome service gaps	The program is specifically designed to all public and private employees who interact with internal and external customers in their day to day service delivery activities. Specifically, the course targets desk front officers, customer service directors, managers and officers, sales representatives, marketing directors, managers and officers, academic staff in all levels of education, top management, government officials in both central and local government, business people, entrepreneurs and any other interested people.	CBE Mwanza and CBE Mbeya	9 th - 12 th November 2020
<i>Entrepreneurship/ Ujasiriamali</i>	Mafunzo haya yana lengo la kutoa elimu juu ya dhana ya ujasiriamali yaani maana, sifa ya mjasiriamali, faida ya mjasiriamali, wazo la biashara, fursa ya biashara na changamoto za ujasiriamali.	Wajasiriamali, Wafanyabiashara, wahitimu wa vyuo katika ngazi mbalimbali.	CBE Dar Es Salaam	24 th – 26 th November 2020
<i>Public Procurement,</i>	It is designed to impart knowledge and skills to the participants on performing various procurement activities as directed by Public Procurement Act, 2011 (and its amendment, 2016) and Public Procurement Regulations, 2011 (and its amendment, 2016). It will enrich the participants to skills and competences on procurement contracts management	This course is ideal for you if you are working in the public organization and employed as Procurement Management unit staff, members of Tender Board, members of Procurement Contracts Management team, and any interested person who wish to be familiar with the Public procurement process.	CBE Dar Es Salaam	7 th – 10 th December 2020

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<i>Intellectual Property Right for Business,</i>	This course therefore is intended to equip entrepreneurs with Intellectual Property Rights (IPRs) knowledge and skills that Include Trade secretes protectives, copy rights, design and trademarks rights, Patents as well as other types of rights. These are essentially for creating tradable asset out of products of human intellect and provide large array of IPR tools on which businesses can rely to help drive their success through Innovative Business Models	The course is intended to entrepreneurs, senior managers, lectures, religious leaders, policy advocacy experts, and whoever involved in public speaking related circles.	CBE Dar Es Salaam	15 th – 17 th December 2020