

# CONTINUING EDUCATION

Extending University of Dar es Salaam's excellence at every stage of learning!

Keep learning and keep advancing, gain the skills and knowledge that can move you ahead!

The Centre for Continuing Education (CCE) is a University wide centre created in 2002 to provide professional demand driven quality continuing education services to its clients in the region and the country.

Endowed with over 3500 top notch well experienced experts in variety of fields and cutting edge teaching facilities, the centre provides training and skills that add value to the clients' specializations as well as introduces clients to new areas of specialization that give them an edge over others. The centre has worked and continues to work with private, governmental and non-governmental institutions in the areas of Research Methodology, Human resource management, Profession Ethic, Public communication and persuasion, Communication skills, Customer Care,



## Focus areas of Centre of Continuing Education

Coordination and facilitation of the provision of quality short-term demand-driven continuing education programmes for both the internal and external markets of the university.

Most of this training is conducted at the CCE training facility located at UDSM Mlimani campus. However, with the current competitive environment, arrangements can be made for outreach training programmes.

In our one to five days intensive programmes, you learn strategies, techniques, and skills alongside other managers in a variety of fields. You are taught by workshop instructors who have many years of experience in management, academia, research, or teaching roles in their fields.



## Upcoming Trainings

### Leadership and General Management

- Managing organizational effectiveness
- Enhancing work ethics and behavior in organizations
- Corporate governance and effective board control
- Strategic skills for administrative professionals
- Public Relation and Communication skills
- Customer Care for Front Office Managers/Officers

## **Human Resource management**

- Leadership and Supervisory Skill Development
- Supervisory skills for Administrative and operations staff
- Succession Planning
- Essential Office Management skill for personal assistants and executive secretaries
- Conflict prevention, management and resolution

## **Financial management and Accounting**

- ) Account for non- accounting managers
- ) Finance for non- financing managers
- ) Budgeting and Budgetary Control
- ) Public Expenditure Analysis
- ) Management Accounting

## **Marketing and Branding**

- ) Digital marketing: media strategy and planning
- ) Social media marketing
- ) Business skills for artists marketing strategy
- ) Product branding and marketing
- ) Innovation and strategy

## **Programme/ Project management**

- ) Effective project management
- ) Programme/Project Planning and management
- ) Monitoring and Evaluation of Development Projects
- ) Monitoring and Evaluation of Government Projects
- ) Evaluation research

## **Teaching and Pedagogy**

- ) Advanced teaching methodology for instructors in higher education institution
- ) Ethical and professional issues in teaching in higher education institution
- ) Strengthening university's researches and ethics committee members in ethics

## **Creative Arts**

- ) Cultural tourism and guidance
- ) Film and television production
- ) Camera use (cinematography)
- ) Editing

- ) Script writing
- ) Acting for film and stage
- ) Costume and make up design for film and stage
- ) Graphic design
- ) Fashion design

### **Communication**

- ) Introduction to public speaking: effective presentation skills
- ) Proposal writing
- ) Public speaking (Persuasive and Presentational) for leaders
- ) English course for Business people
- ) Cross-cultural management for the Global Economy
- ) Leadership and executive communication skills

### **Law**

- ) Gender based violence and the law
- ) Will drafting and Estate planning
- ) Gender-sensitive governance
- ) Democracy, rule of law and human rights

Also, The CCE provides demand-driven and tailor-made continuing education and training programs to the satisfaction of clients. You just tell us your needs, and we will duly design an appropriate course your organization staff.

## **Let's join hands to uplift our Education.**

### **Facilities and Services**

Training are conducted at the CCE training facility located at the UDSM Mlimani Campus which has a well-equipped and modern conference hall, computer and internet services, printing and photocopying facilities. However, with the current competitive environment, arrangements can be made for outside training programmes.



### **Experience (Strength)**

CCE has immediate access to a large pool of human resources with a rich mix of high level skills, experiences and competencies suitable for various courses. Thus, over the years, the CCE has provided services to a number of institutions, public and private.

*Let your future begin by enrolling in the University of Dar es Salaam continuing education programmes.*