

Invitation to you and your staff to a three (3) days training on Human Resource and Compliances to be held from 5th to 7th June at Stella Maris Hotel-Bagamoyo

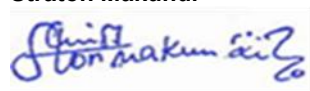
Auditax International has organized a 3 days seminar on Human Resource Compliances to be held from 5th to 7th June at Stella Maris Hotel-Bagamoyo. The training is for those professionals in human resource, operations, procurement, project management, marketing, sales, business development, production etc. including Human Resource Managers, Human Resource Officers, Administrators, Chief Executive Officers and Managing Directors, Accountants, Auditors, Directors, Heads, Managers and Assistant Managers, Board Members and other professionals of various departments in the public Sector, Non-Governmental Organizations (NGOs), Banks, Insurance, Telecommunications, Construction, Microfinance, Manufacturing, Public Sector, Real Estate Development, Academic Institutions etc.

Scope of the Seminar

- **Key Provisions of the Employment and Labour Relation Act**
 - ✓ Prohibition of Child labour and forced labour
 - ✓ Prohibition of Discrimination in work place
 - ✓ Contracts of Employment
 - ✓ Written Statement of Particulars
 - ✓ Hours of Work
 - ✓ Remuneration
 - ✓ Leave
 - ✓ Termination of employment
 - ✓ Records to be kept by employer and employee
- **Employment taxes and related risks**
 - ✓ Managing payroll compliance and related risks
 - ✓ Pensions: Understand the compliance requirements for NSSF, PSSSF and WCF
 - ✓ Other payroll taxes i.e PAYE, SDL etc
- **Preparation of appropriate HR Manual**
- **Managing Employees Performance**
 - ✓ Setting performance objectives
 - ✓ Performance appraisal
 - ✓ Managing poor performance
- **Handling Labour disputes at Work place**
 - ✓ Handling Conflicts and grievances at work place
 - ✓ Handling of Disciplinary Processes and Procedures
 - ✓ Handling Termination of Employment.
 - ✓ Prevention of Labour disputes
 - ✓ Common mistakes that may affect your employment/Labour case

Fees and payment: TZS 600,000 per person (VAT inclusive)-including lunch. **Payments should be through bank deposit to Account no: 0150303162800, CRDB Bank, Account Name: Auditax International** or by cheque payable to Auditax International and delivered to our offices: Dar es Salaam: Garden Avenue Tower, 7th Floor, Ohio Street / Garden Avenue. **Confirmation:** Kindly confirm attendance by calling +255 719 878490 or Email: info@auditaxinternational.co.tz:

Straton Makundi



Training Partner