

# OVERALL UNDERSTANDING OF PUBLIC SERVICE ACT AND ITS DISCIPLINARY PROCEDURES



**25th - 27th March 2020 at Nashera Hotel-Morogoro**

This programme will assist participants with a clear demarcation of Public services Act and Employment and Labour Relations Act 2004 in people Management at the Workplace. Participants will be taken through the Public Service Laws that will guide them on disciplinary procedures.

Attend this programme and avoid legal pitfalls that can be costly to your organisation

## COURSE HIGHLIGHTS

- ✓ Overview on Public Services Laws
- ✓ Review of the Miscellaneous Amendments made in the Laws
- ✓ Challenges facing employers on handling of Labour issues at the workplace
- ✓ Employment Standards and Employment Contracts
- ✓ Termination of Employment
- ✓ Chairing of Disciplinary Hearing at the Public Service
- ✓ Prevention of Discrimination & Harassment at the Workplace
- ✓ Standing Orders Regulating Public Services Employment
- ✓ Prevention of Labour Disputes at the Workplace
- ✓ Disciplinary Procedures in Public Service
- ✓ Appeal Process

## TARGET

- Human Resources Managers and Administrators
- Top level Managers and Line Managers
- HR Practitioners
- Legal Advisers
- Disciplinary Committee Members
- Workers' Union Representatives

## WHEN?

**25th - 27th March 2020**  
**8:30 A.M. - 04:30 P.M.**

## WHERE?

**Nashera Hotel-Morogoro**

## COST:

**Members:** TZS 700,000/= per participant.

**Non-Members:** TZS 850,000/= per participant.

**Note:** All fees are VAT Inclusive

The fee will cover tuition fees, training materials, refreshments, lunch and a Certificate of Competence.

NB: Kindly note that training fee has to be paid in advance by cheque or through Electronic Funds Transfer (EFT), or Cash Deposit at the Bank or at ATE offices in Dar es Salaam, Mwanza or Arusha.

## OUR BANK DETAILS

**Account Name:** Association of Tanzania Employers

**Account Number:** 011103015899

**Bank:** National Bank of Commerce Ltd

**Branch:** Corporate Branch, Dar es Salaam

**Swift Code:** NLCBTZTX

NB: When making payment, kindly indicate your company name, training title & participant name.

Training registration form should be received at least **1 week prior** the training date.

## GROUP DISCOUNT



### Members and non-members

3 to 4 delegates - 5% discount

5 to 9 delegates - 10% discount

More than 10 delegates - 15% discount



We are also here to ease your burden of sending all officials away from business, kindly let us know if you would like us to deliver this training to your door steps and we will do a convenient arrangement for you.

Contact Us →

Mobile: 0683932308 or 0682429292

E-mails: rukeisa@ate.or.tz or belela@ate.or.tz

Visit our website and register online through [www.ate.or.tz](http://www.ate.or.tz)



# ATE TRAINING REGISTRATION FORM

Please complete this form and email back to training@ate.or.tz or rukeisa@ate.or.tz

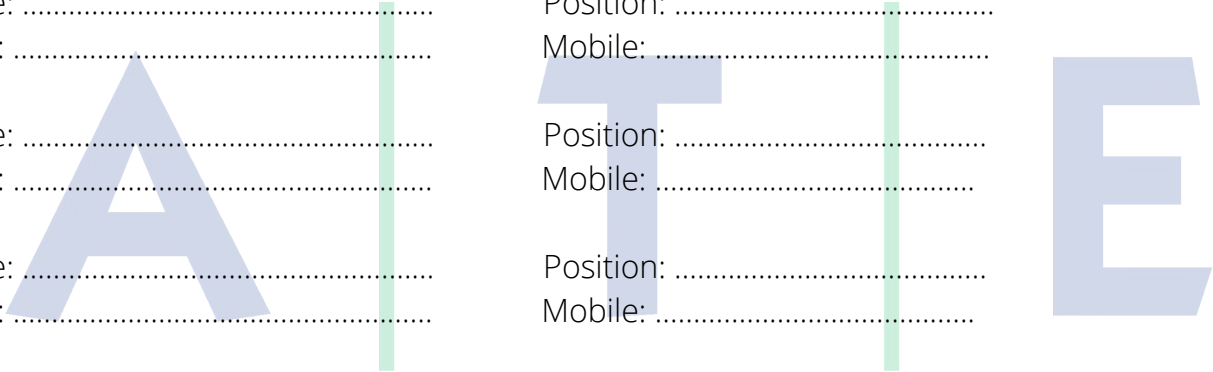
## APPLICANT'S DETAILS:

Programme Title: .....  
Starting Date: ..... Ending Date:.....  
Organisation/Company: ..... Address/Location: .....

## DELEGATES INFORMATION

Please provide details as you wish it to appear on your table tag and on your Certificate of attendance

1. Name: .....	Position: .....
Email: .....	Mobile: .....
2. Name: .....	Position: .....
Email: .....	Mobile: .....
3. Name: .....	Position: .....
Email: .....	Mobile: .....
4. Name: .....	Position: .....
Email: .....	Mobile: .....



## BRIEF EXPECTATIONS:

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## EMPLOYER/SPONSOR COMMENTS:



I ..... in my capacity as ..... nominate  
..... to attend the above programme and I commit my Organization to pay to  
ATE the total programme fee of TZS ..... on .....

.....  
(Signature of Nominating/Authorizing Officer)

.....  
(Dates and Official Stamp)

## PAYMENT

Make payment to:  
Account Name: Association of Tanzania Employers  
Account Number: 011103015899  
Bank: National Bank of Commerce Ltd  
Branch: Corporate Branch, Dar es Salaam  
Swift Code: NLCBTZTX