



**THE UNITED REPUBLIC OF TANZANIA**  
**MINISTRY OF FOREIGN AFFAIRS AND EAST AFRICAN COOPERATION**  
**DR. SALIM AHMED SALIM CENTRE FOR FOREIGN RELATIONS**



## **SHORT COURSE ON STRATEGIC LEADERSHIP AND GOVERNANCE**

**Venue:** CFR Premises, Kurasini Dar es Salaam  
**Date:** 25<sup>th</sup> to 29<sup>th</sup> August, 2025  
**Fees:** TZS. 650,000/-

### **COURSE OBJECTIVE**

At the end of this course, participants will be able to:

- i. Understand key principles of strategic leadership and modern governance frameworks.
- ii. Apply strategic thinking to complex organizational and policy challenges.
- iii. Strengthen ethical decision-making and accountability practices.
- iv. Lead change, manage stakeholder interests, and foster institutional resilience.
- v. Build and sustain high-performing leadership teams and governance systems in their organizations.

### **TARGET GROUP**

Directors, CEOs, Government Executives, Civil Servants, Board Members, NGOs Leaders, Managers, Heads of Departments as well as Leaders of Regulatory Bodies and Institutions.

### **COURSE CONTENTS**

- Foundations of Strategic Leadership
- Fundamentals of Governance: Multi-stakeholder and institutional governance
- Cross-Future Strategy Development and Execution
- Change Leadership and Institutional Reform: Digital & Disruptive contexts

- Leadership and Governance in the Times of Crisis and Complexity

## **METHODS OF FACILITATION**

Lectures, Case studies, Simulations, Theory and Practice (Blended technique).

## **COURSE DURATION**

The course runs for five days from 25<sup>th</sup> to 29<sup>th</sup> August, 2025.

## **FEES**

The fee for each participant is **TZS 650,000/=**. It covers tuition, lunch, mid-session refreshments and certificate award(s).

**All applications and enquires should be directed to:**

**Dr. Antonio Kimambo**

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[antonio.kimambo@cfr.ac.tz](mailto:antonio.kimambo@cfr.ac.tz) //

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## SHORT COURSE ON ORGANIZATIONAL CONFLICT MANAGEMENT STRATEGIES

**Venue:** CFR Premises, Kurasini Dar es Salaam  
**Date:** 13<sup>th</sup> to 17<sup>th</sup> October, 2025  
**Fee:** TZS. 650,000/-

### COURSE OBJECTIVE

To equip participants with the requisite knowledge and skills which will help them to effectively address and resolve disagreements arising in various settings.

### TARGET GROUP

CEOs, Directors, Government Executives, Senior Civil Servants, Board Members, NGOs, FBOs, Managers, Heads of Departments and Leaders of Regulatory Bodies and Institutions.

### CONTENTS

- The knowledge of conflict theories and conflict typologies
- Sources of conflicts
- Levels of conflicts
- Impact of conflicts to social-economic development
- Effective negotiating and communication strategies
- Methods, approaches and processes (Negotiation, Mediation & Arbitration)
- Conflict mapping: actors, interests and strategies
- Formal and informal mechanisms for conflict resolution

### KEY TOPICS

- **Introduction to Conflict: Theories and Basic concepts**
  - Meaning, theories and related concepts.
- **Conflict Typologies**
- **Sources of Conflict**

- Political and diplomatic, Economic (business and trade), & Social Cultural factors
- **Conflict Management Approaches and Processes.**
  - Consensus, Right, Power and Avoidance Approaches.
- **Negotiation strategies and tactics, mediation techniques, and Arbitration principles in practice**
  - Tools to manage conflict effectively, including collaborating, competing, accommodating, compromising, and avoiding.
- **Mechanisms for conflict resolution, Post conflict reconstruction & development: concepts and strategies.**
  - Measures to achieve transitional justice
- **Practical Application of Various Conflict Management Approaches and processes:**
  - Practical application through case studies
  - Role-playing exercises and real-life scenarios to enhance the learning experience and develop practical skills.

## **METHODS OF FACILITATION**

Lectures, case studies, simulations, theory and practice (blended technique).

## **DURATION**

Five Days.

## **FEE**

The fee for each participant is **TZS 650,000/=**. It covers tuition, lunch, mid-session refreshments, and certificate award(s).

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## **SHORT COURSE ON DIPLOMACY, PROTOCOL AND ETIQUETTE**

**Venue:** CFR Premises, Kurasini Dar es Salaam  
**Date:** 12<sup>th</sup> - 16<sup>th</sup> January, 2026  
**Fee:** TZS. 650,000/-

### **COURSE OBJECTIVE**

- \* Designed and developed to equip participants in the public sector with the requisite knowledge and skills in the said areas.
- \* Seeks to improve the conduct of public sector employees for effective service delivery to the public.

### **TARGET GROUP**

- \* Ministers, Diplomats, Permanent Secretaries and Political Party Leaders
- \* Regional Commissioners, Regional Administrative Secretaries, Councilors, Mayors and Representatives the International Organizations

### **COURSE CONTENTS**

- Introduction to Diplomacy
- Evolution of Diplomatic Protocol and Etiquette
- Vienna Convention on Diplomatic Relations
- The knowledge of state protocol principles
- The knowledge of the flag protocol
- The knowledge of state and diplomatic ceremonies
- Identification of titles and forms of address
- Practice of proper introductions and their responses, invitations and replies, official entertainments and private parties
- The knowledge of table seating etiquette, state house and diplomatic corps, global gift-giving practices, and dining etiquette
- Security issues in Protocol

## **METHODS OF FACILITATION**

Lectures, Case studies, Simulations, Theory and Practice (Blended technique).

## **COURSE DURATION**

Five days from 12<sup>th</sup> to 16<sup>th</sup> January 2026

## **FEE**

The fee for each participant is **TZS 650,000/=**. This fee covers tuition, lunch, mid-session refreshments, and certificate award(s).

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## **SHORT COURSE ON ECONOMIC DIPLOMACY AND INTERNATIONAL BUSINESS**

**Venue:** CFR Premises, Kurasini Dar es Salaam  
**Date:** 26<sup>th</sup> to 30<sup>th</sup> January, 2026  
**Fee:** TZS. 650,000/-

### **Course Objective**

- \* Equip the participants with a broad cross-cultural understanding, analytical skills, and international market knowledge.
- \* Provide the participants with up-to-date knowledge in international business opportunities.
- \* Impart participants with related strategies and tactics, which can enable individuals and companies to effectively leverage global business and investment opportunities.

### **Targeted Group**

Government and Private Sector officials, Business communities, Embassy staff, SMEs staff, INGOs staff, NGOs staff, Professionals and Students.

### **Training Module**

- Fundamentals of Economic Diplomacy
- Essentials of International Business
- The Interface Between Economic Diplomacy and IB
- Strategic Tools and Approaches for ED and IB
- Emerging Trends in ED and IB: Exploring Opportunities
- Legal Frameworks in ED and IB Practices

**Delivery Methods:**

Lectures, Case studies, Simulations, Theory and Practice (Blended technique).

**Course Duration**

Five days (26<sup>th</sup> -30<sup>th</sup> January, 2026)

**Fee**

**TZS. 650,000/=** It covers tuition, course materials, lunch, mid-session refreshments and certificate award(s) of attendance.

**Venue**

Dr. Salim Ahmed Salim Centre for Foreign Relations (CFR), Premises – Kurasini, Dar es Salaam.

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## **SHORT COURSE ON EVENT PLANNING AND MANAGEMENT**

**Venue:** CFR Premises, Kurasini Dar es Salaam  
**Date:** 23<sup>rd</sup> to 27<sup>th</sup> February, 2026  
**Fee:** TZS. 650,000/-

### **COURSE OBJECTIVES**

The objectives of this course are:

- \* Enable participants to learn how to plan, organize, and manage events efficiently.
- \* Equip participants to acquire knowledge of and skills for budgeting, logistics, marketing and communication.
- \* Enhance participants to analyze phases of event management, from the initial planning to post-event evaluation, design and implement effective event marketing strategies in order to attract attendees for various event roles and enable them to analyze the key components and phases of event management.
- \* Enable participants to be able to evaluate different venues based on event requirements, budget and audience and apply logistics management principles to ensure smooth event operations.

### **TARGET GROUP**

- \* Public Relations Officers, Communication Officers, Human Resource Officers, Administrative Officers, Masters of Ceremonies, Tour Guides and Personal Assistants.
- \* Directors and Deputy Directors, Marketing Officers, Protocol Officers, Liaison Officers, Event Planners, Floor Managers and service providers in different events of the Public and Private sectors.

## **COURSE CONTENTS**

- Introduction to event planning and management
- Event objectives and goals
- Event partners
- The roles and responsibilities of participants
- Event Planning Process
- Event Implementation
- Event Support systems
- Event Assessment and Evaluation

## **METHODS OF FACILITATION**

Lectures, Case studies, Simulations, Theory and Practice (Blended technique).

## **COURSE DURATION**

Five Days (23<sup>rd</sup> – 27<sup>th</sup> February, 2026)

## **FEE**

The course fee for each participant is **TZS 650,000/=**, It covers tuition, course materials, lunch, mid-session refreshments, and certificate award(s).

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## **SHORT COURSE ON CORPORATE PROTOCOL AND GOVERNMENT RELATIONS**

**Venue:** CFR Premises, Kurasini Dar es Salaam  
**Date:** 23<sup>rd</sup> to 27<sup>th</sup> March, 2026  
**Fee:** TZS. 650,000/-

### **COURSE OBJECTIVES**

This course is designed to equip professionals with advanced skills to navigate the complexities of government relations, manage stakeholders, and apply professional protocol and etiquette and gain in-depth knowledge and hands-on experience in managing government relationships, fostering stakeholders' engagement, and mastering diplomatic protocols. The course encompasses government relations, event management, stakeholders' engagement protocol and etiquette for professionals who frequently interact with the Government bodies, host dignitaries, engage stakeholders, or plan formal events.

### **TARGET GROUP**

Public Relation Officers, Event Managers and Coordinators, Executives in Corporate Affairs, Protocol Officers and Diplomatic Staff.

### **COURSE CONTENTS**

- Introduction to Government Relations
- Stakeholders' Engagement in Event Management
- Handling Protocol and Etiquette matters
- Skills for Professional Excellence

### **METHODS OF FACILITATION**

Lectures, Case studies, Simulations, Theory and practice (blended technique).

## **COURSE DURATION**

The course runs for five days from 23<sup>rd</sup> - 27<sup>th</sup> March 2026.

## **FEE**

The course fee for each participant is **TZS 650,000/=**. It covers tuition, lunch, mid-session refreshments, and certificate award(s).

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## **SHORT COURSE ON DIPLOMATIC COMMUNICATION**

**Venue:** CFR Premises, Kurasini Dar es Salaam  
**Date:** 13<sup>th</sup> to 17<sup>th</sup> April, 2026  
**Fee:** TZS. 650,000/-

### **INTRODUCTION**

This course is designed to enable participants:

- \* To impart to participants tools and techniques necessary to communicate diplomatically in international/intercultural contexts.
- \* To equip participants with knowledge to enable them to communicate orally and craft diplomatic messages and uphold a positive national/international image in the global arena.

### **OBJECTIVES**

- \* To enable participants to communicate effectively across different contexts.

### **TARGET GROUP**

- \* Diplomats, Embassy staff and Foreign Service Officers.
- \* Editors, public and private relation officers, NGOs, FBOs and CBOs staff as well as freelancers.

### **COURSE CONTENTS**

#### **► Diplomatic Communication Skills**

- Introduction to diplomatic communication

- Effective diplomatic communication techniques
- Diplomatic writing
- Intercultural and cross-cultural sensitivity
- Effective use of netiquette in diplomatic communication
- Use of social media in diplomatic communication
- ▶ **Understanding the concept of cultural and cross-cultural sensitivity**
  - Non-verbal communication knowledge and skills
  - The art of public speaking
  - Language and tone in diplomatic communication
- ▶ **Diplomatic correspondence**
  - Introduction to diplomatic correspondence
  - Types of official diplomatic correspondence
  - Protocols for official correspondence
- ▶ **Use of netiquette for effective diplomatic communication**
  - Introduction to netiquette in diplomatic communication
  - The role of netiquette in diplomatic communication
  - Effective use of e-mails, telephones and zoom netiquette in diplomatic communication
- ▶ **Use of social media in diplomatic communication**
  - Introduction to social media in diplomatic communication
  - Types of social media used for official diplomatic communication
  - Effective use of Twitter, Facebook, Linked-In, Instagram and YouTube in diplomatic communication.

## **METHODS OF FACILITATION**

Lecturette, Case studies, Simulations, Theory and Practice (blended technique).

## **DURATION**

Five Days (13<sup>th</sup> – 17<sup>th</sup> Aprili, 2026)

## **FEE**

The fee for each participant is **TZS 650,000/=**. It covers tuition, lunch, mid-session refreshments, and certificate award(s).

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## **SHORT COURSE ON PROTOCOL AND PUBLIC RELATIONS**

**Venue:** CFR Premises, Kurasini Dar es Salaam  
**Date:** 04<sup>th</sup> to 08<sup>th</sup> May, 2026  
**Fee:** TZS. 650,000/-

### **OBJECTIVES**

This course is intended to give participants with sound hands-on experience in the public and private sectors, providing the necessary knowledge, skills, and practical application in protocol and public relations. It seeks to improve the conduct of public and private sector employees for effective delivery of services within an organization.

### **TARGET GROUP**

\* Human resource officers and Administrative officers, Journalists, Communication officers, Public relations officers, Receptionists, Personal assistants, Secretaries and Drivers.

\* Directors and Deputy Directors in the Public and Private sectors who are required to develop their competencies in the realm of protocol and public relations.

### **KEY TOPICS**

- Introduction to Public Relations
- Importance of Public Relations
- Principles of Public Relations
- Tools of Public Relations
- Roles of Public Relations
- Managing Relations with Media
- Strategic Communication
- Corporate Social Responsibility
- Introduction to Protocol

- Importance of Protocol
- Principles of Protocol
- Protocol Rules and Procedures
- Role of Protocol Officer
- Relationship between Protocol and Public Relations

## **METHODS OF FACILITATION**

Lectures, Case studies, Simulations, Theory and Practice (Blended technique)

## **DURATION**

Five Days (04<sup>th</sup> – 08<sup>th</sup> May, 2026)

## **FEE**

The course fee for each participant is **TZS. 650,000/=** The fee covers tuition, lunch, mid-session refreshments, and certificates of attendance.

**All applications and enquires should be directed to:**

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## **SHORT COURSE ON THE ART OF ENGAGING FOREIGN STAKEHOLDERS**

**Venue:** CFR Premises, Kurasini Dar es Salaam  
**Date:** 25<sup>th</sup> to 29<sup>th</sup> May, 2026  
**Fee:** TZS. 650,000/-

### **COURSE OBJECTIVES**

- \* To equip professionals with practical skills in managing corporate functions about foreign relations management aspects, including foreign policy, foreign direct investment, cultural awareness, diaspora, and medical tourism, among other activities.
- \* To offer the requisite knowledge, skills and hands-on experience on foreign relations and corporate management to participants.

### **TARGET GROUP**

- \* Representatives of Foreign Governments and International Organizations residing in Tanzania, Members of Parliament, Senior Government Officials from different Departments and Regulatory Authorities including but not limited to officers from; TLS TBS, State Solicitor's Office, TFDA, TRA, Port Authority, BRELA, TAN TRADE and Immigration.
- \* Chief Executive Officers, Director Generals, Directors and Managers of International Public and Private Organizations / Institutions, Foreign Affairs Officers from different desks, International Business Partners, Members of Diaspora Associations, Diplomatic Attaches and Consuls (Career and Honorary).

## **COURSE CONTENTS**

- Introduction to International Relations and Diplomacy
- Application of Diplomacy in Foreign Corporate Affairs
- Actors in Foreign Relations
- Corporate Etiquette in Managing Foreign Engagements
- Corporate Leadership and Negotiation Skills
- Corporate Business Communication Skills
- Frameworks and Policies guiding foreign relations and corporate management (both international and local).

## **METHODS OF FACILITATION**

Lectures, Case studies, Simulations, Theory and Practice (Blended technique).

## **COURSE DURATION**

Five days.

## **FEE**

The course fee for each participant is **TZS 650,000/=** It covers tuition, course materials, lunch, mid-session refreshments, and certificate award(s).

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## **SHORT COURSE ON CORPORATE PROTOCOL AND GOVERNMENT RELATIONS**

**Venue:** CFR Premises, Kurasini Dar es Salaam  
**Date:** 15<sup>th</sup> - 19<sup>th</sup> June, 2026  
**Fee:** TZS. 650,000/-

### **Course Objectives**

This course is designed to equip professionals with advanced skills to navigate the complexities of government relations, manage stakeholders, and apply professional protocol and etiquette and gain in-depth knowledge and hands-on experience in managing government relationships, fostering stakeholders' engagement, and mastering diplomatic protocols. The course encompasses government relations, event management, stakeholders' engagement protocol and etiquette for professionals who frequently interact with the Government bodies, host dignitaries, engage stakeholders, or plan formal events.

### **Target Group**

Public Relation Officers, Event Managers and Coordinators, Executives in Corporate Affairs, Protocol Officers and Diplomatic Staff.

### **Course Contents**

- Introduction to Government Relations
- Stakeholders' Engagement in Event Management
- Handling Protocol and Etiquette matters
- Skills for Professional Excellence

### **Methods of Facilitation**

Lectures, Case studies, Simulations, Theory and practice (blended technique).

## **Course Duration**

The course runs for five days from 15<sup>th</sup> - 19<sup>th</sup> June 2026.

## **Fee**

The course fee for each participant is **TZS 650,000/=**. It covers tuition, lunch, mid-session refreshments, and certificate award(s).

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## **SHORT COURSE ON PROTOCOL AND ETIQUETTE**

**Venue:** CFR Premises, Kurasini Dar es Salaam  
**Date:** 29<sup>th</sup> June to 03<sup>rd</sup> July, 2026  
**Fee:** TZS. 650,000/-

### **COURSE OBJECTIVE**

- \* To equip participants with hands-on experience in the public and private sectors, providing the necessary knowledge, skills, and practical application in protocol and etiquette.
- \* To improve the conduct of public and private sector employees in protocol and etiquette for the efficient delivery of services within an organization.

### **TARGET PARTICIPANTS**

- \* Human resource and Administration officers, Receptionists, Personal assistants, Secretaries and Drivers.
- \* Members of Parliament, Permanent Secretaries, Director Generals, Directors, Deputy Directors, Chief Executives and Managers.
- \* Heads of Unit and Sections, Administrative Officers, Office Supervisors and officers working in Diplomatic agencies and other areas in the Public and Private sectors.

### **COURSE CONTENTS**

- Introduction to Protocol and Etiquette
- Fundamental Principles of Protocol and Etiquette
- Protocol and Etiquette in Practice
- Office Etiquette
- Meeting Etiquette
- Dressing Etiquette
- Dining Etiquette

## **METHODS OF FACILITATION**

Lectures, Case studies, Simulations, and Theory and Practice (blended technique).

## **DURATION**

Five Days from 29<sup>th</sup> June to 03<sup>rd</sup> July, 2026

## **FEE**

The course fee for each participant is **TZS 650,000/=**. This fee covers tuition, lunch, mid-session refreshments and certificate(s) of attendance.

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