



(IJA) INSTITUTE OF JUDICIAL ADMINISTRATION LUSHOTO



SHORT COURSE CALENDAR
FROM SEPT 2018 TO SEPT 2019



BACKGROUND

The Institute of Judicial Administration Lushoto (IJA) is a public institution established in 1998 by an Act of Parliament, the Institute of Judicial Administration Lushoto Act Cap 405 of the Revised Edition 2002.

IJA is one of the acknowledged regional institutions in the design and delivery of judicial education, known for offering dynamic and relevant programmes to Judges, Magistrates, State Attorneys, Public Prosecutors, Police Officers, Prison Officers, Forensic Experts, Local Government Solicitors, Academia, Media Practitioners as well as non-judicial staff from the judiciary of Tanzania and the general public.

With its dedicated pool of experts and professional staff, IJA delivers a wide range of programmes that respond to the needs of the judiciary and justice sector in addressing emerging issues of public importance. Moreover, it has satellite center and a liaison office in Dar es Salaam.

IJA is located at the top of Usambara Mountains in the historic town of Lushoto formally known as Wilhelmstal (William's Valley) and was named after Emperor Wilhelm II.

Lushoto is famous for its pleasant mountainous climate and an ideal place not only for work but also for leisure and learning as well as training.



S/N	Target Group	Programme Title	Start Date	End Date	Weeks	Venue
1.	Supplies Officers, Company Secretaries, Private Advocates, Local Government Solicitors and State Attorneys	Contract Management	10 September 2018	14 September 2018	1	Dar es Salaam
2.	Field Officers, Rangers Detectives and Investigation Officers in Wildlife.	Investigation, Prosecution Skills and Techniques for Wildlife Officers	17 September 2018	21 September 2018	1	Arusha
3.	Personal Secretaries, Office Management Secretaries and Executive Assistants	Ethics and Customer Care for Secretaries	8 October 2018	12 October 2018	1	Iringa
4.	Leaders and Managers of various Organization/ Institutions	Leadership and Change Management	04 September 2018	08 September 2018	1	Dar es Salaam
5.	Form Four and Form Six Leavers, Employees in Private and Public Sector	Basic Computer Applications	09 September 2018	08 October 2018	4	IJA Lushoto
6.	Form Four and Form Six Leavers, Employees in Private and Public Sector	English Language Proficiency Course Level I & II	09 September 2018	08 October 2018	4	IJA Lushoto
7.	Advocates, Local Government Solicitors, Academics, and IT Experts	ICT for Lawyers	10 September 2018	14 September 2018	1	Dodoma



S/N	Target Group	Programme Title	Start Date	End Date	Weeks	Venue
8.	Journalists and Media Practitioners	Court Reporting for Editors and Journalists	10 September 2018	14 September 2018	1	Morogoro
9.	Public Prosecutors, Investigation Officers, and Law Enforcement Officers	Emerging Trends in Cyber- Crime and Fraud	17 September 2018	21 September 2018	1	IJA Lushoto
10.	Village and Ward Executive Officers.	Current Land Laws and Land Dispute Mechanisms	24 September 2018	28 September 2018	1	IJA Lushoto
11.	Assistant Registrars, State Attorneys, and Advocates	Current Issues in Probate and Administration of Estates	24 September 2018	28 September 2018	1	Morogoro
12.	Personal Secretaries, Office Managers, Secretaries and Executive Assistants	Customer Service Provision and Quality Assurance	08 October 2018	12 October 2018	1	Dar es Salaam
13.	Prosecutors, Advocates, Police Officers, Magistrates, Investigators and any other interested person	The Use of Forensic Evidence as a Tool for Investigation and Court Proceedings	15 October 2018	19 October 2018	1	Dar es salaam



S/N	Target Group	Programme Title	Start Date	End Date	Weeks	Venue
14.	Government Chemists, Packing Technologists, Standards Officers, Metrologists, Laboratory Technicians & Assistants, Legal Officers, Human Resource Officers, Tanzania Food and Drugs Authority Officers	E- Commerce and it's Regulations	22 October 2018	26 October 2018	1	Morogoro
15.	Paralegals, Village Executive Officers (VEO), and Ward Executive Officers (WEO)	Training on Marriage, Land Laws and Inheritance Laws	05 November 2018	09 November 2018	1	IJA Lushoto
16.	Librarians, Records Managers, Office Attendants and Secretaries	Modern Electronic Records and Document Management	19 November 2019	23 November 2019	1	IJA Lushoto
17.	Paralegals, Village Executive Officers (VEO), and Ward Executive Officers (WEO)	Marriage, Land Laws, and Inheritance Laws	21 January 2019	25 January 2019	1	Kisarawe Pwani
18.	Form Four and Form Six Leavers, Employees in Private and Public Sector	English Language Proficiency Course Level I & II	07 January 2019	06 February 2019	4	IJA Lushoto



S/N	Target Group	Programme Title	Start Date	End Date	Weeks	Venue
19.	Form Four and Form Six Leavers, Employees in Private and Public Sector	Basic Computer Applications	07 January 2019	06 February 2019	4	IJA Lushoto
20.	Personal Secretaries, Office Managers, Secretaries and Executive Assistants	Customer Service Provision and Quality Assurance	18 February 2019	22 February 2018	1	IJA Lushoto
22.	Form Four and Form Six Leavers, Employees in Private and Public Sector	Basic Computer Applications	07 February 2019	08 March 2019	4	IJA Lushoto
23.	Form Four and Form Six Leavers, Employees in Private and Public Sector	English Language Proficiency Course Level I & II	07 February 2019	08 March 2019	4	IJA Lushoto
24.	Assistant Registrars, Company Secretaries and Private Advocates	Modern Trends in Insolvency Law and Practice	04 March 2019	08 March 2019	1	Dar es Salaam
25.	Public Prosecutors, Fisheries Officers, Crop Board Inspectors, Immigration Officials, Police Officers and Paralegal Officials	Prosecution & Investigation Skills and Techniques	12 March 2019	16 March 2019	1	Dar es Salaam
26.	Form Four and Form Six Leavers, Employees in Private and Public Sector	Basic Computer Applications	11 March 2019	10 April 2019	4	IJA Lushoto
27.	Form Four and Form Six Leavers, Employees in private and public sector	English Language Proficiency Course Level I & II	11 March 2019	10 April 2019	4	IJA Lushoto



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28.	Librarians, Records Managers, Office Attendants and Secretaries	Modern Electronic Records and Document Management	18 March 2019	22 March 2019	1	IJA Lushoto
29.	Public Prosecutors, Investigation Officers, and Law Enforcement Officers	Emerging Trends in Cyber- Crime and Fraud	09 April 2019	13 April 2019	1	IJA Lushoto
30.	Form Four and Form Six Leavers, Employees in Private and Public Sector	Basic Computer Applications	15 April 2019	10 May 2019	4	IJA Lushoto
31.	Form Four and Form Six Leavers, Employees in Private and Public Sector	English Language Proficiency Course Level I & II	15 April 2019	10 May 2019	4	IJA Lushoto
32.	Form Four and Form Six Leavers, Employees in Private and Public Sector	Basic Computer Applications	13 May 2019	07 June 2019	4	IJA Lushoto
33.	Form Four and Form Six Leavers, Employees in Private and Public Sector	English Language Proficiency Course Level I & II	13 May 2019	07 June 2019	4	IJA Lushoto
34.	Assistant Registrars	Insolvency and Administration of Deceased Estate	14 May 2019	18 May 2019	1	Morogoro
35.	Librarians, Records Managers, Office Attendants and Secretaries	Modern Electronic Records and Document Management	4 June 2019	8 June 2019	1	IJA Lushoto



S/N	Target Group	Programme Title	Start Date	End Date	Weeks	Venue
36.	Form Four and Form Six Leavers, Employees in Private and Public Sector	Basic Computer Applications	10 June 2019	12 July 2019	4	IJA Lushoto
37.	Form Four and Form Six Leavers, Employees in Private and Public Sector	English Language Proficiency Course Level I & II	10 June 2019	12 July 2019	4	IJA Lushoto
38.	Prosecutors, Advocates, Police Officers, Magistrates, Investigators and any other interested person	The Use of Forensic Evidence as a Tool for Investigation and Court Proceedings	25 June 2019	29 June 2019	1	Dar es salaam
39.	Government Chemists, Packing Technologists, Standards Officers, Metrologists, Laboratory Technicians & Assistants, Legal Officers, Human Resource Officers, Tanzania Food and Drugs Authority Officers	E- Commerce and it's Regulation	09 July 2019	13 July 2019	1	Morogoro
40.	Public Prosecutors, Investigation Officers, and Law Enforcement Officers	Emerging Trends in Cyber- Crime and Fraud	22 July 2019	26 July 2019	1	IJA Lushoto
41.	Form Four and Form Six Leavers, Employees in Private and Public Sector	Basic Computer Applications	15 July 2019	15 August 2019	4	IJA Lushoto



S/N	Target Group	Programme Title	Start Date	End Date	Weeks	Venue
42.	Form Four and Form Six Leavers, Employees in Private and Public Sector	English Language Proficiency Course Level I & II	15 July 2019	15 August 2019	4	IJA Lushoto
43.	Form Four and Form Six Leavers, Employees in Private and Public Sector	Basic Computer Applications	19 August 2019	18 September 2019	4	IJA Lushoto
44.	Form Four and Form Six Leavers, Employees in Private and Public Sector	English Language Proficiency Course Level I & II	19 August 2019	18 September 2019	4	IJA Lushoto
45.	Prosecutors, Advocates, Police Officers, Magistrates, Investigators and any other interested person	The Use of Forensic Evidence as a Tool for Investigation and Court Proceedings	5 August 2019	9 August 2019	1	Dar es salaam
46.	Government Chemists, Packing Technologists, Standards Officers, Metrologists, Laboratory Technicians & Assistants, Legal Officers, Human Resource Officers, Tanzania Food and Drugs Authority Officers	E- Commerce and it's Regulation	02 September 2019	06 September 2019	1	Morogoro

NB: In addition to scheduled programmes, we have the capacity and capability to design and facilitate tailor made training programmes. The terms and conditions of such programmes depend on the mutual agreement between IJA and the recipient organization .



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