



THE UNITED REPUBLIC OF TANZANIA  
MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY  
SOKOINE UNIVERSITY OF AGRICULTURE, CENTRE FOR AFRICAN AND  
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### 1.1 Event: Workshop for Secretaries and Board Meeting Note-Takers

The Sokoine University of Agriculture Centre for African and International Languages (SUA-CAIL) announces a training workshop on **Effective Communication for Secretaries and Board Meeting Note-Takers** to be held in Morogoro at SUA (SUALISA) for five days from **10<sup>th</sup> to 14<sup>th</sup> February 2025**.

### 1.2 Course Overview

This one-week training course is designed to enhance the communication skills of secretaries and individuals responsible for taking meeting minutes in various organizations. Effective communication is paramount in ensuring that crucial information is conveyed accurately and efficiently during board meetings and in day-to-day secretarial tasks. This course aims to equip participants with the necessary knowledge and skills to excel in these roles.

### 1.3 Course Objectives

Upon completion of this course, participants will be able to:

1. Understand the importance of effective communication in organizational settings.
2. Master note-taking techniques for board meetings, ensuring accurate and concise records
3. Develop strong verbal and written communication skills.
4. Enhance interpersonal communication for improved collaboration and teamwork.
5. Manage communication challenges and conflicts effectively.
6. Utilize technology and tools for efficient communication and note-taking.
7. Ensure confidentiality and professionalism in all communication tasks.

### 1.4 Expected Outcomes

Participants will leave this course with:

1. Enhanced communication skills.
2. Proficiency in taking accurate and organized meeting minutes.
3. Improved interpersonal communication abilities.
4. Strategies to address communication challenges and conflicts.
5. A comprehensive understanding of communication technology and tools.
6. Confidence to handle communication tasks with professionalism and confidentiality.

### 1.5 Intended Audience

This course is intended for secretaries and administrative professionals responsible for organizing and managing communication, individuals tasked with taking notes during board meetings, and anyone interested in improving their communication skills in a professional setting.

### 1.6 Course Fees and Deadline

The course fee is TZS 850,000/= or USD= 319.66 for the five days per participant. **The deadline for confirmation and payment of the fee is February 03, 2025.**

### 1.7 Mode of Application

Interested applicants are requested to express their interest via email at [jydmwapakina@gmail.com](mailto:jydmwapakina@gmail.com) / [jvdwilson@sua.ac.tz](mailto:jvdwilson@sua.ac.tz) or by contacting Ms. Mary at 0713301033 no later than February 03, 2025. Payment will be made after confirmation and requesting control numbers, which will be issued through the Accounting Office of the Sokoine University of Agriculture.

### 1.8 Contacts

For more details and any inquiry, please contact us through: **+255755774387 or 0713301033**