

Our Ref No. RET/TR/MSP/2021/003

DATE: Saturday, 20 February 2021

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Dear Sir/Madam

**RE: INVITATION TO SPONSOR YOUR EMPLOYEES TO ATTEND EXECUTIVE TRAINING ON
MANAGEMENT OF PROJECTS WITH MICROSOFT PROJECT PRO 2019.**

The subject matter above refers

Research Experts of Tanzania (RET) is organizing a four days course on Executive training on Management of Projects with Microsoft Project Pro 2019 to be held on **27th – 30th, April 2021 at African Dreams Conference Centre- Dodoma**. After completing this course, participants will be able to; create and define projects, create activities of the project (WBS technique), estimates activity durations, activity dependencies and linking them, deadlines, constraints, and activity's calendars; assign resources to tasks or activities; analyse resource utilization and perform earned value analysis (EVA); updating project data and track progress, customize and format project views; create project reports that analyse project, resource, task data and costs.

We cordially invite you to sponsor your staff to attend this important training for career development and benefit of the organization. Participation fee is **TZS 1,800,000** (Tanzania shillings One Million Eight hundred thousand only) to cover facilitation, brand new laptop, window 10 pro activated, Microsoft Project Professional 2019 with activated lifetime license, learning material, ERB accreditation, certificate of attendance, conference hiring, stationary, health break. We will appreciate to receive your confirmation through our email info@researchexperts.co.tz or by filling our application form available in our website www.researchexperts.co.tz/events

We also offer customised trainings as per client request; thus, organisation can arrange the venue, location and RET shall provide facilitation. Our training methodologies are participatory approach with 80% practical oriented together with PowerPoint presentations.

Confirmation and payment should be done at least one week before commencement of the course. **Payment can be done through "RESEARCH EXPERTS OF TANZANIA" Account No. 0150396237500 at any CRDB Bank** branch. Thereafter share with us scanned deposit receipts via our email. For more detailed information please find attached course brochure.

Kind regards



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Andrew R. Kagwa (MEM. Bsc. ELM)
Managing Director