

MWALIMU NYERERE MEMORIAL ACADEMY

SARIS TRAINING SESSIONS

VENUE – COMPUTER ROOM

13 July 2011 - 15 July 2011

1.0 Admissions Module (participants: Admission staff) - 13 July 2011

Session 1	Session 2
09:00 – 11:00	11:00 – 13:00

2.0 Academic Module (participants: all academic staff) - 13 July 2011

Session 3	Session 4
14:00 – 16:00	16:00 – 18:00

3.0 Academic Module (participants: all academic staff) - 14 July 2011

Session 5	Session 6	Lunch	Session 7	Session 8
09:00 – 11:00	11:00 – 13:00	13:00 – 14:00	14:00 – 16:00	16:00 – 18:00

4.0 Billing Module (participants: all accounts staff) - 15 July 2011

Session 9	Session 10
09:00 – 11:00	11:00 – 13:00

5.0 Accommodation Module (participants: Hall wardens) - 15 July 2011

Session 11	Session 12
14:00 – 16:00	16:00 – 18:00

NB: participants can choose any session of their convenient