



THE UNITED REPUBLIC OF TANZANIA
PRESIDENT'S OFFICE



Interpersonal Communication and Workplace Relationships

Arusha International Conference Centre-Arusha

Facilitator: Kadari Singo, CEO – UONGOZI Institute | 21st, May, 2026



A few moments captured from previous graduation ceremonies.











PILOT'S DUTIES IN RED
COPILLOT'S DUTIES IN BLACK

BEFORE STARTING

1. Pilot's Preflight—COMPLETE
2. Form 1A—CHECKED
3. Controls and Seats—CHECKED
4. Fuel Transfer Valves & Switch—OFF
5. Intercoolers—Cold
6. Gyros—UNCAGED
7. Fuel Shut-off Switches—OPEN
8. Gear Switch—NEUTRAL
9. Cowl Flaps—Open Right—
OPEN LEFT—Locked
10. Turbos—OFF
11. Idle cut-off—CHECKED
12. Throttles—CLOSED
13. High RPM—CHECKED
14. Autopilot—OFF
15. De-icers and Anti-icers, Wing and
Prop—OFF
16. Cabin Heat—OFF
17. Generators—OFF

STARTING ENGINES

1. Fire Guard and Call Clear—LEFT Right
2. Master Switch—ON
3. Battery switches and inverters—ON &
CHECKED
4. Parking Brakes—Hydraulic Check—On-
CHECKED
5. Booster Pumps—Pressure—ON &
CHECKED
6. Carburetor Filters—Open
7. Fuel Quantity—Gallons per tank
8. Start Engines: both magnetos on
after one revolution
9. Flight Indicator & Vacuum Pressures
CHECKED
10. Radio—On
11. Check Instruments—CHECKED
12. Crew Report

ENGINE RUN-UP

1. Brakes—Locked
2. Trim Tabs—SET
3. Exercise Turbos and Props
4. Check Generators—CHECKED & OFF
5. Run up Engines

BEFORE TAKEOFF

1. Tailwheel—Locked
2. Gyro—Set
3. Generators—ON

AFTER TAKEOFF

1. Wheel—PILOT'S SIGNAL
2. Power Reduction
3. Cowl Flaps
4. Wheel Check—OK right—OK LEFT

BEFORE LANDING

1. Radio Call, Altimeter—SET
2. Crew Positions—OK
3. Autopilot—OFF
4. Booster Pumps—On
5. Mixture Controls—AUTO-RICH
6. Intercooler—Set
7. Carburetor Filters—Open
8. Wing De-icers—Off
9. Landing Gear
 - a. Visual—Down Right—DOWN LEFT
Tailwheel Down, Antenna in, Ball
Turret Checked
 - b. Light—OK
 - c. Switch Off—Neutral
10. Hydraulic Pressure—OK Valve closed
11. RPM 2100—Set
12. Turbos—Set
13. Flaps $\frac{1}{2}$ — $\frac{1}{2}$ Down

FINAL APPROACH

14. Flaps—PILOT'S SIGNAL

AFTER LANDING

1. Hydraulic Pressure—OK
2. Cowl Flaps—Open and Locked
3. Turbos—Off
4. Booster Pumps—Off
5. Wing Flaps—Up
6. Tailwheel—Unlocked
7. Generators—OFF

END OF MISSION

1. Engines—Cut
2. Radio—On ramp
3. Switches—OFF
4. Chocks
5. Controls—LOCKED
6. Form 1

GO-AROUND

1. High RPM & Power—High RPM
2. Wing Flaps—Coming Up
3. Power reduction
4. Wheel Check—OK Right—OK LEFT

RUNNING TAKEOFF

1. Wing Flaps—Coming Up
2. Power
3. Wheel Check—OK Right—OK LEFT

SUBSEQUENT TAKEOFF

1. Trim Tabs—SET
2. Wing Flaps—UP
3. Cowl Flaps—Open Right—OPEN LEFT
4. High RPM—CHECKED
5. Fuel—Gals per tank
6. Booster Pumps—ON
7. Turbos—SET
8. Flight Controls—UNLOCKED
9. Radio Call

SUBSEQUENT LANDING

1. Landing Gear
 - a. Visual—Down Right—DOWN LEFT
Tailwheel Down, Ball Turret
Checked
 - b. Light—ON
2. Hydraulic Pressure—OK
3. RPM 2100—Set
4. Turbo Controls—Set
5. Wing Flaps $\frac{1}{2}$ — $\frac{1}{2}$ Down
6. Radio Call

FINAL APPROACH

7. Flaps—PILOT'S SIGNAL
8. RPM 2200—PILOT'S SIGNAL

FEATHERING

1. Throttle Back
2. Feather
3. Mixture and Fuel Booster—Off
4. Turbo Off
5. Prop Low RPM
6. Ignition Off
7. Generator Off
8. Fuel Valve Off

UNFEATHERING

1. Fuel Valve On
2. Ignition On
3. Prop Low RPM
4. Throttle Cracked
5. Supercharger Off
6. Unfeather
7. Mixture Auto-Rich
8. Warm up Engine
9. Generator On



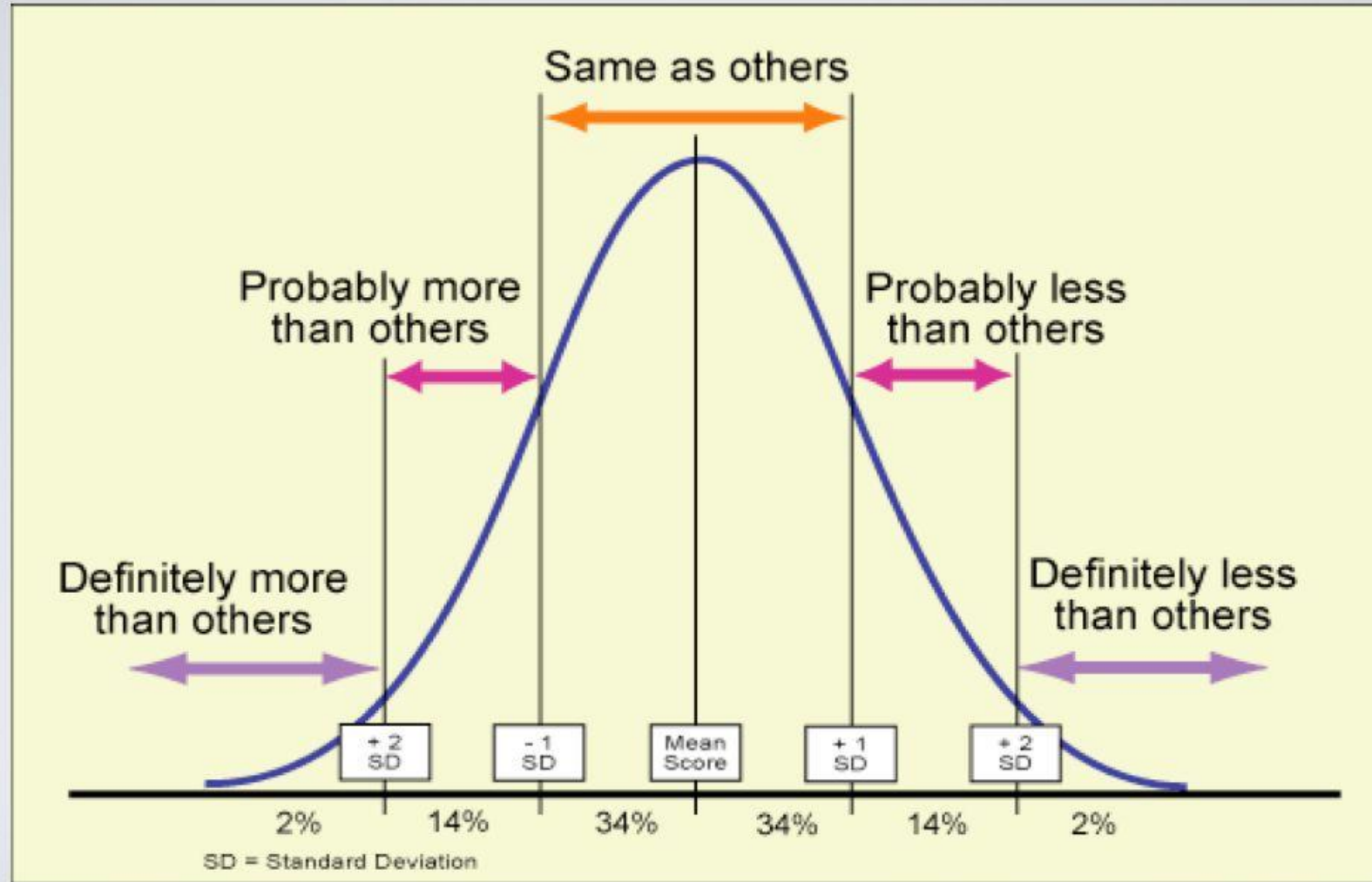


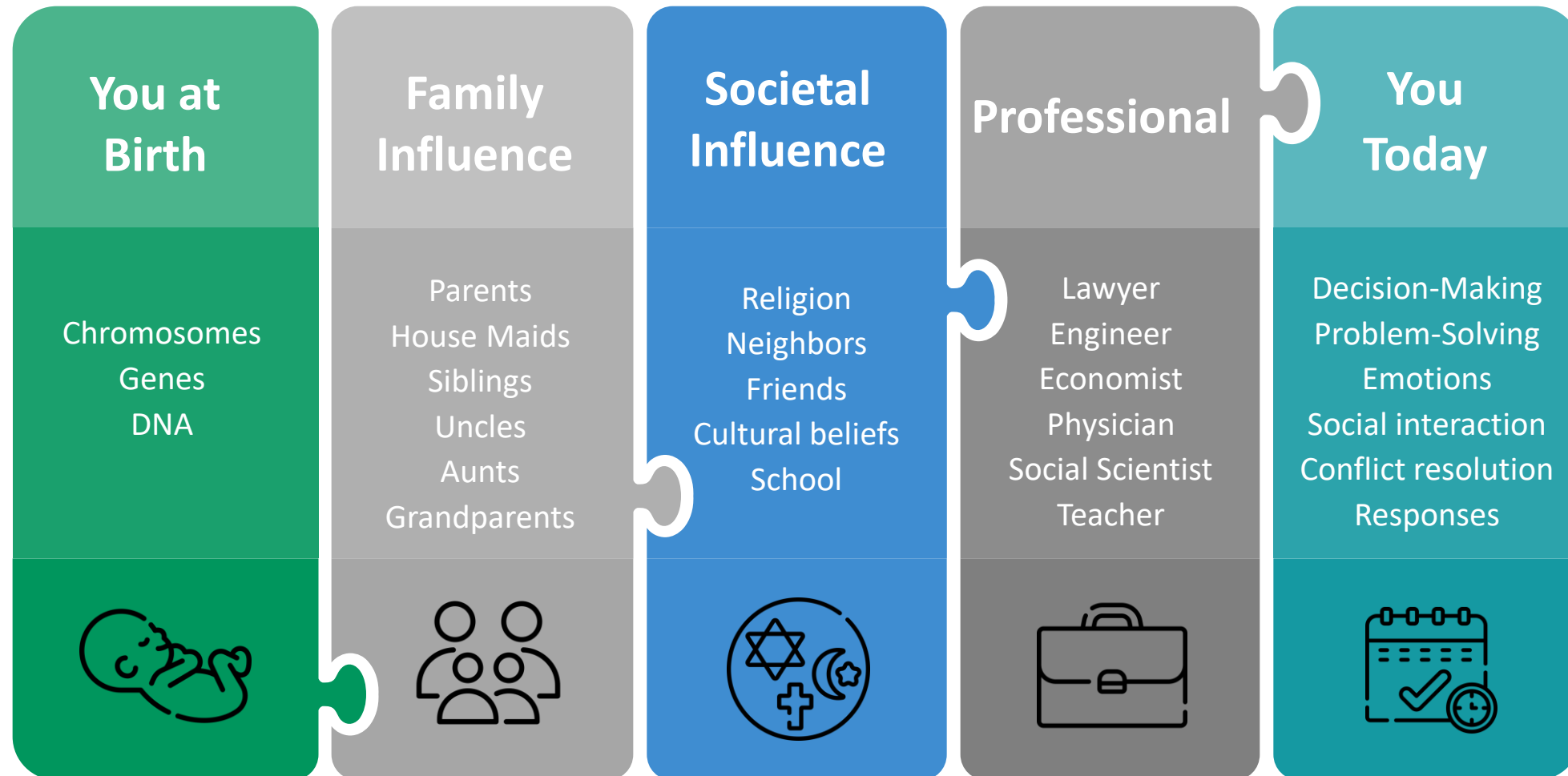
The first officer then reviewed the takeoff performance calculations in his electronic flight bag, and discovered that he had understated the aircraft's weight by 100 tonnes (262.9 tonnes instead of 362.9).



JOBS







Life experiences affect how we **perceive the world** and **register information**. They also affect **decision-making** and **problem-solving skills**; they influence how we respond to emotions.

Individual Performance



○ **Ufanisi wa Mtu Binafsi**
(Individual Performance)

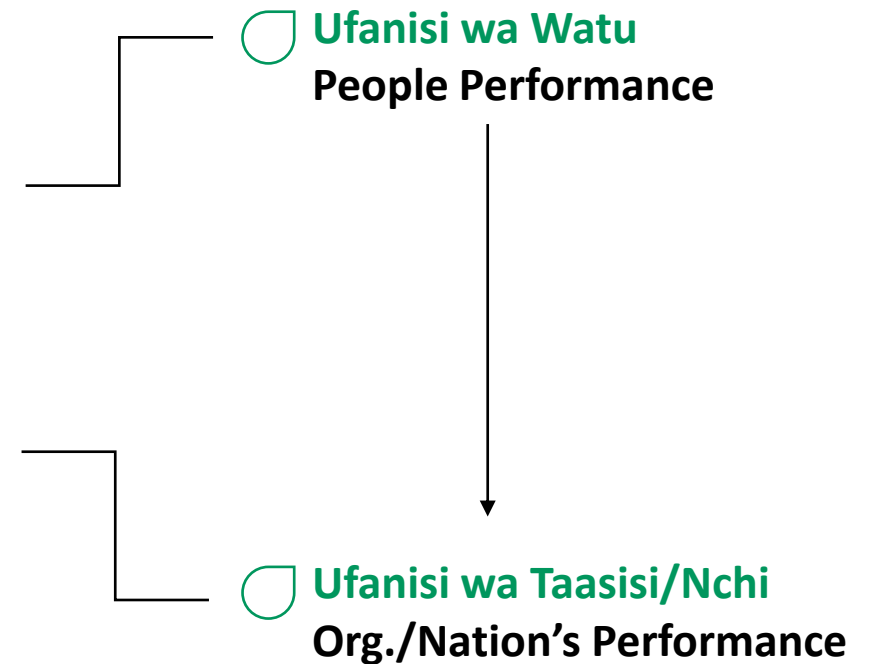
○ **Akili/Utaalamu**
(Cognitive Intelligence)

○ **Akili Hisia**
(Emotional Intelligence)

○ **Akili Jamii**
(Social Intelligence)

○ **Ustahimilivu**
Adversity Intelligence

○ **Ufanisi Binafsi**
Individual Performance



What do Employers Hire?



○ **Cognitive Intelligence**
(IQ/Credentials/Certification)

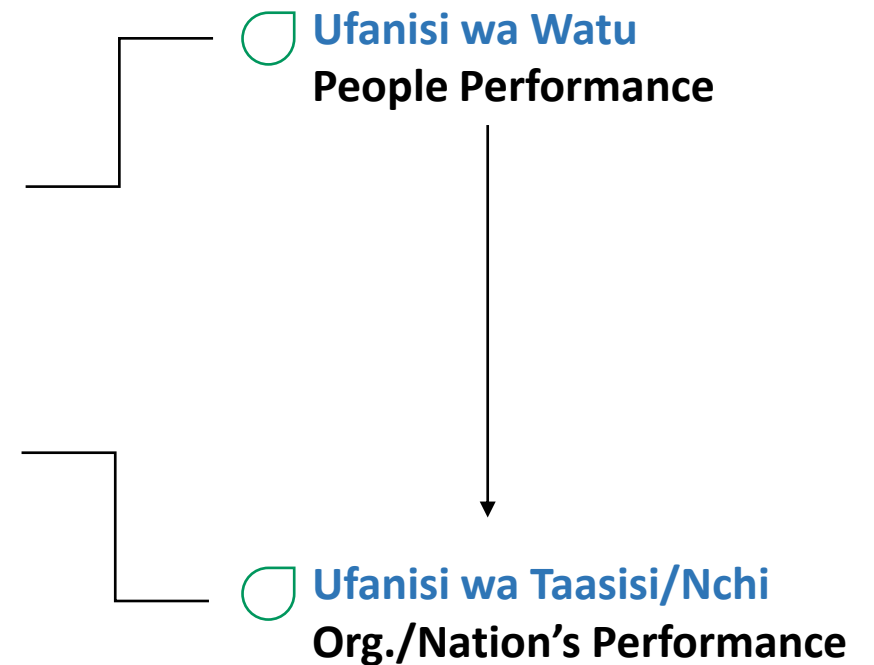
○ **Knowledge**
(What do you know?)

○ **Skills/Competencies (hands-on)**
(What can you Do?/Umahiri)

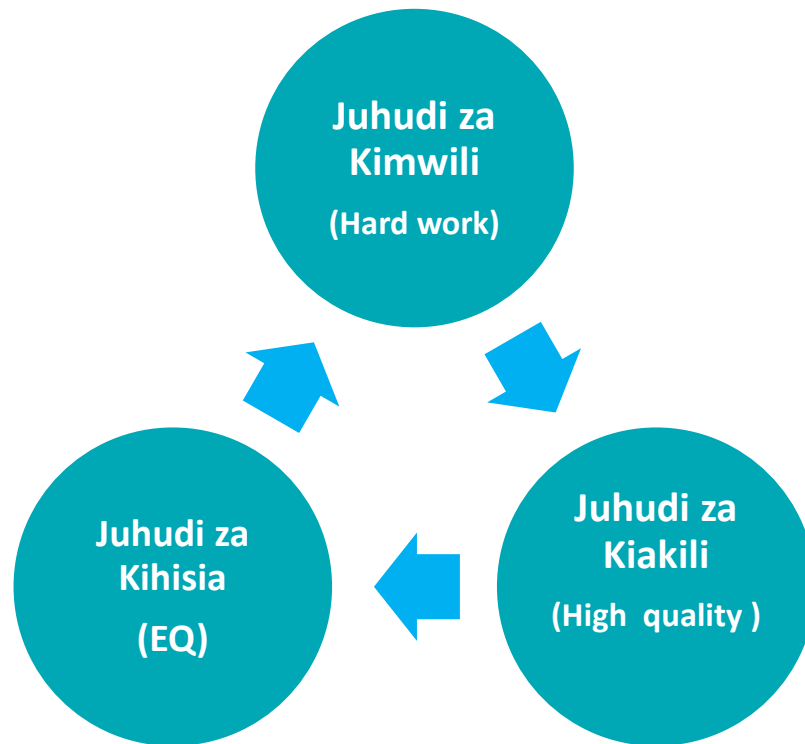
○ **Experience & Exposure**
(Scope, how long, how wide)

○ **Attitude**
Critical Behaviors

○ **Ufanisi wa Mtumishi**
Employee Competencies



Ufanisi utapatikana endapo utampa mwajiri wako juhudi za aina tatu ...



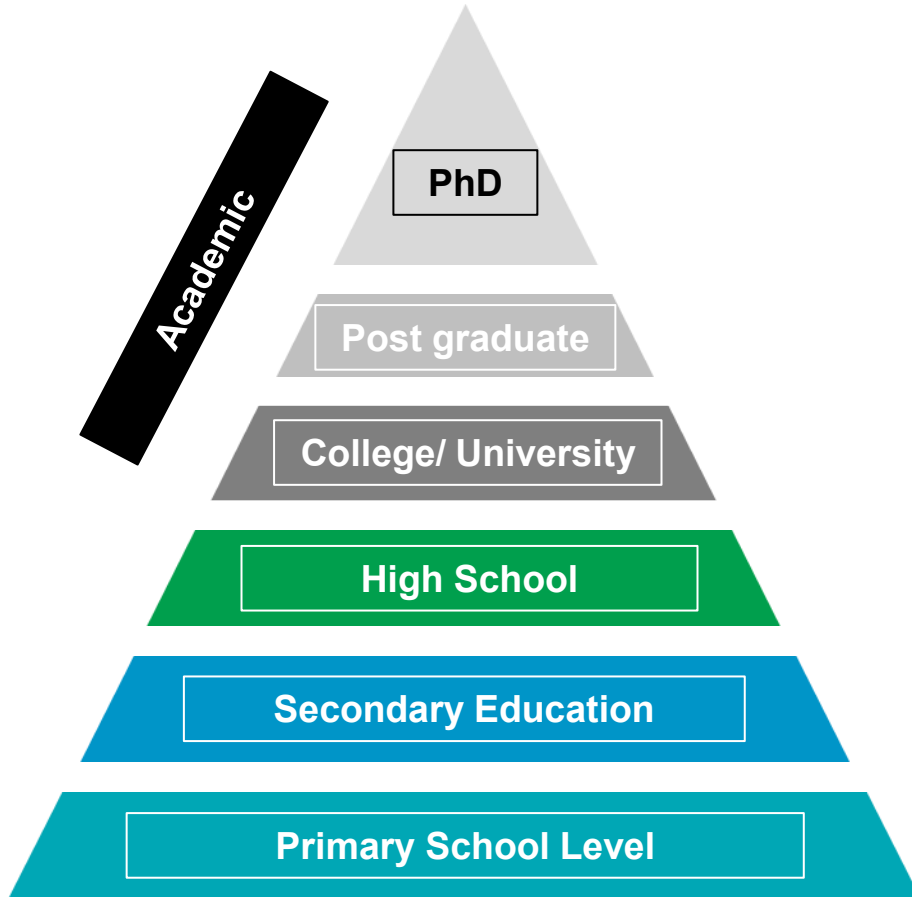
Juhudi za Kihisia ni msingi kwani ndio zitaamsha juhudi za kimwili na kiakili, kuongeza mtazamo chanya na tija.



Businessman and the path to success in the competitive world of global marketing

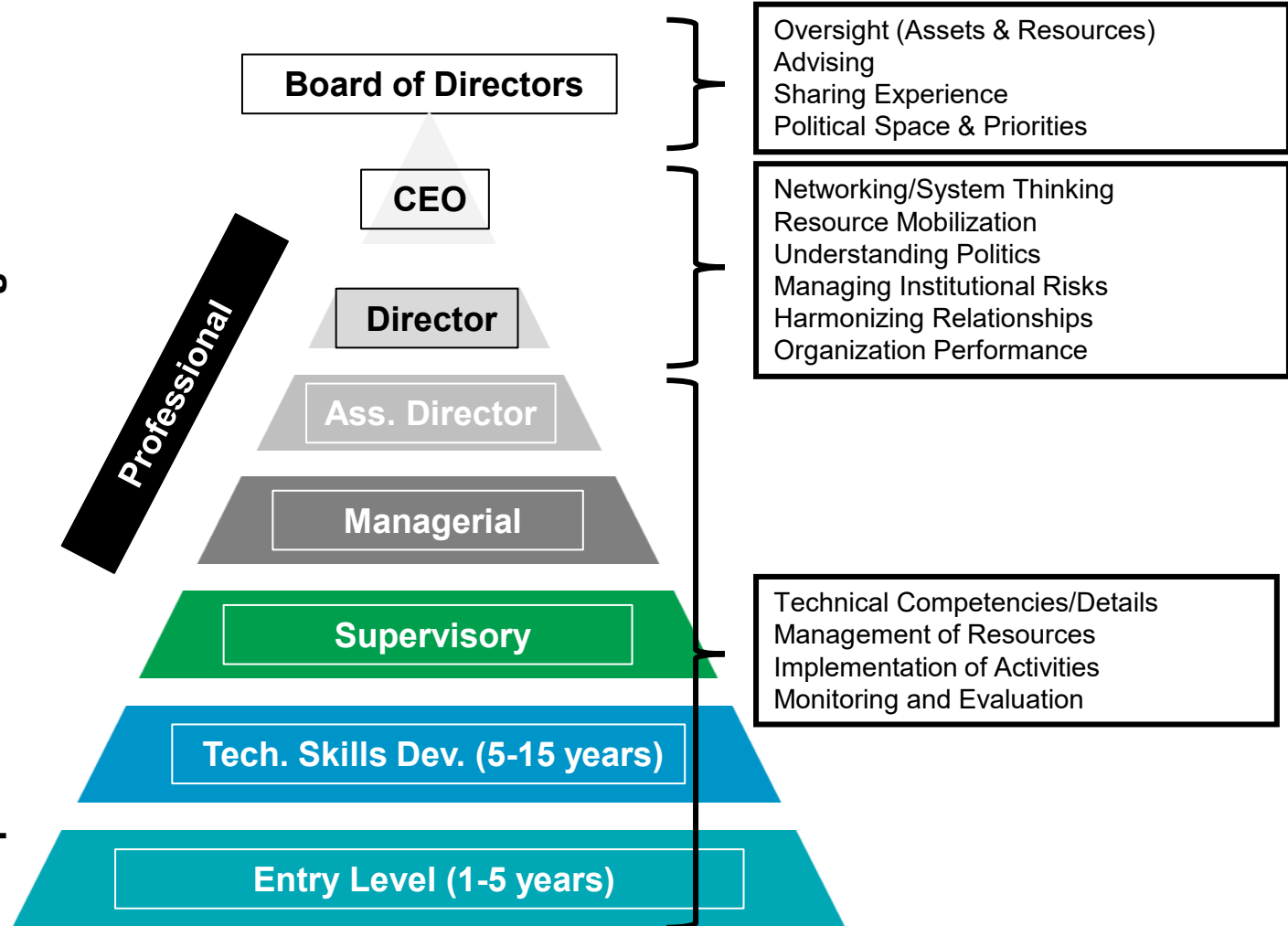
Specific and Focused

High-Level Issues



High-Level Issues

Specific and Focused



**Effective
Workplace
Relationships**



Organizational Leadership



People Leadership



Personal Leadership



Akili Hisia (Emotional Intelligence)

“Anathamini Mafanikio ya Wenzake na Anatoa Fursa kwa Wenzake Wakue”

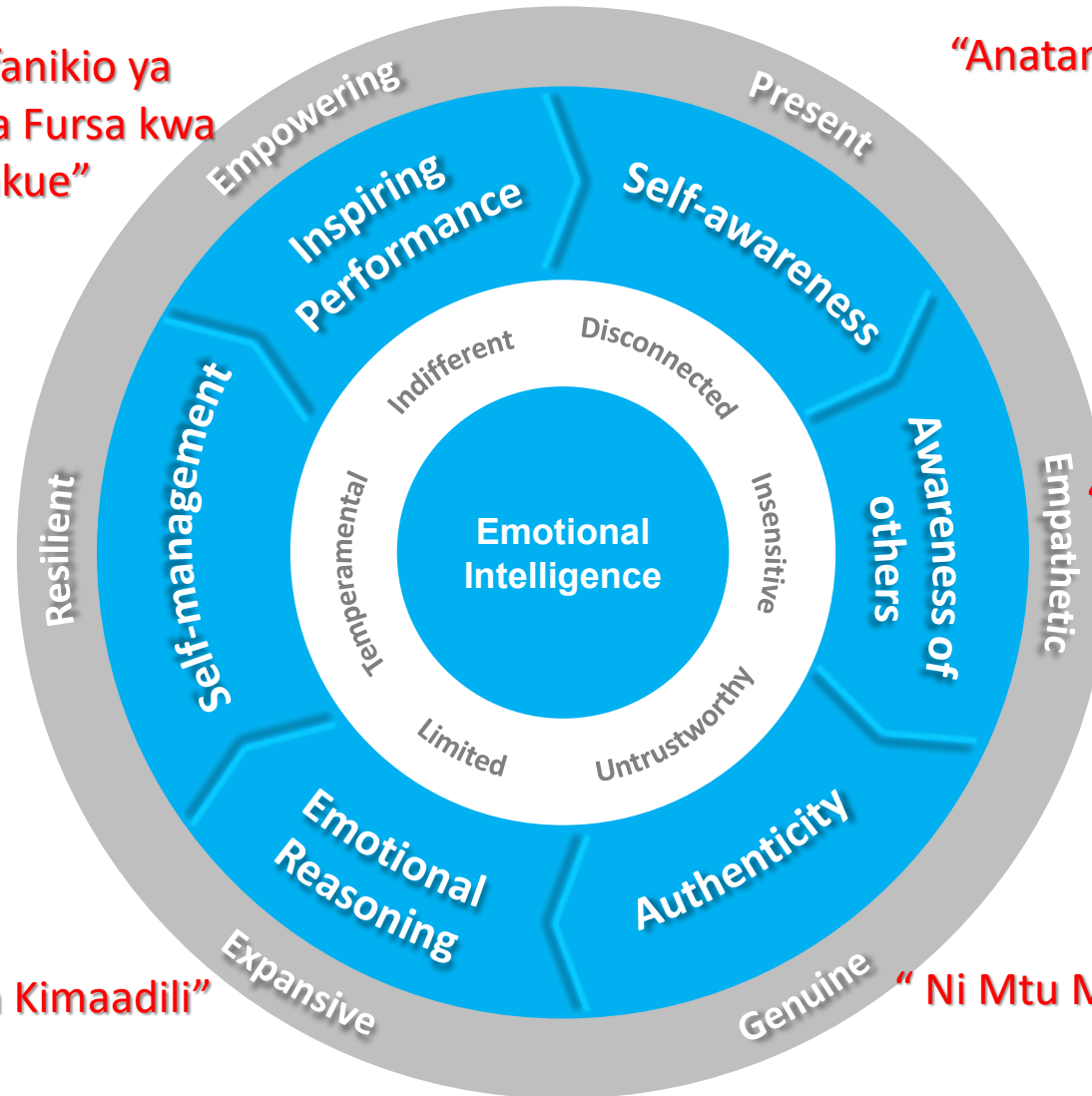
“Anatambua, Hisia Binafsi na Tabia”

“Anaweza Kutawala Hisia Zake Wakati wa Misukosuko na Mazingira Magumu”

“Anao Uwezo Kuwaelewa Wengine na Kufanya Wajisikie Wanathaminiwa”

“Anaweza Kufanya Maamzuzi ya Kimaadili”

“Ni Mtu Mkweli na Muwazi”













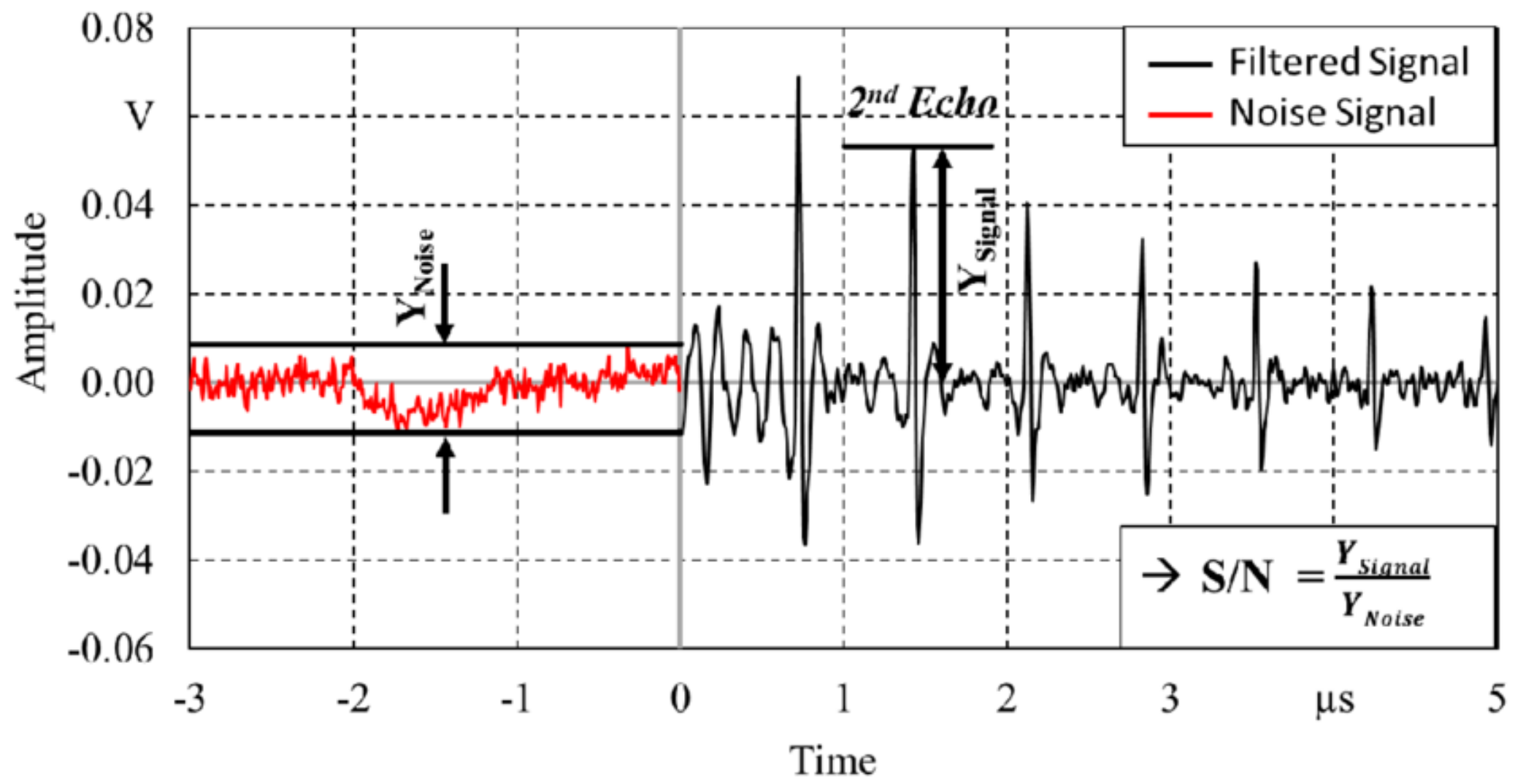


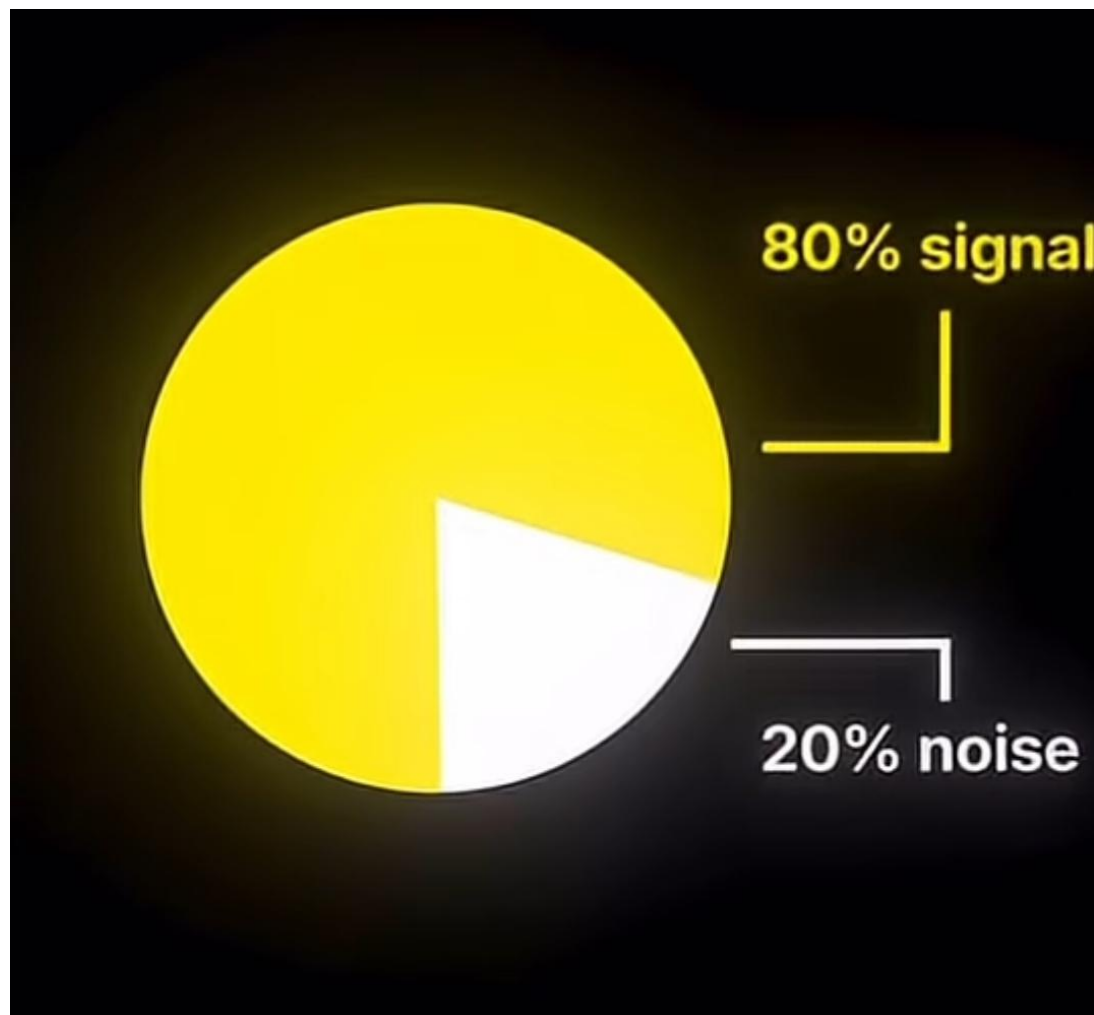
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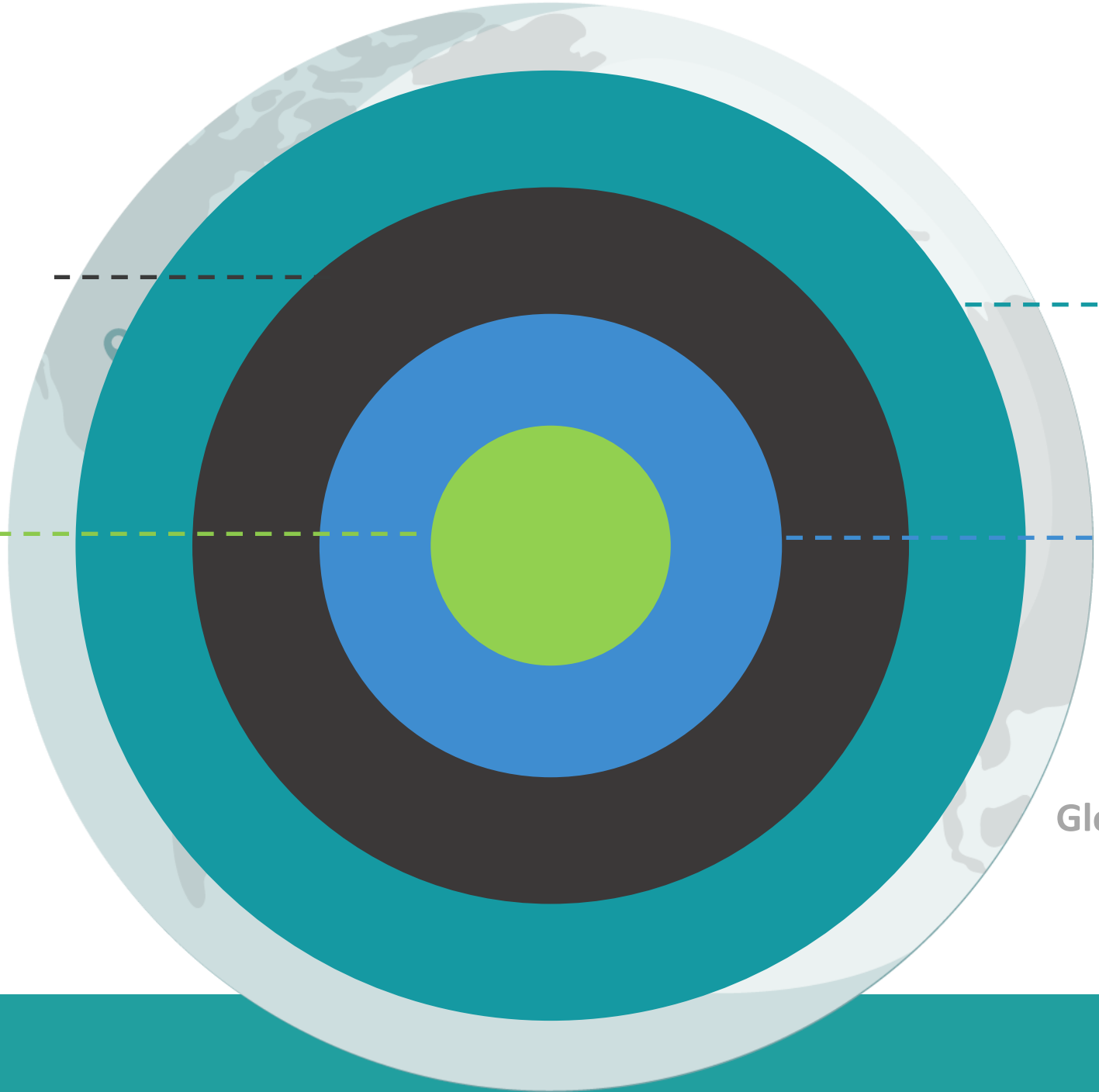




$$SNR = \frac{P_{signal}}{P_{noise}}$$

Wanted component

Unwanted component



Organizational Interests

Individual Interests

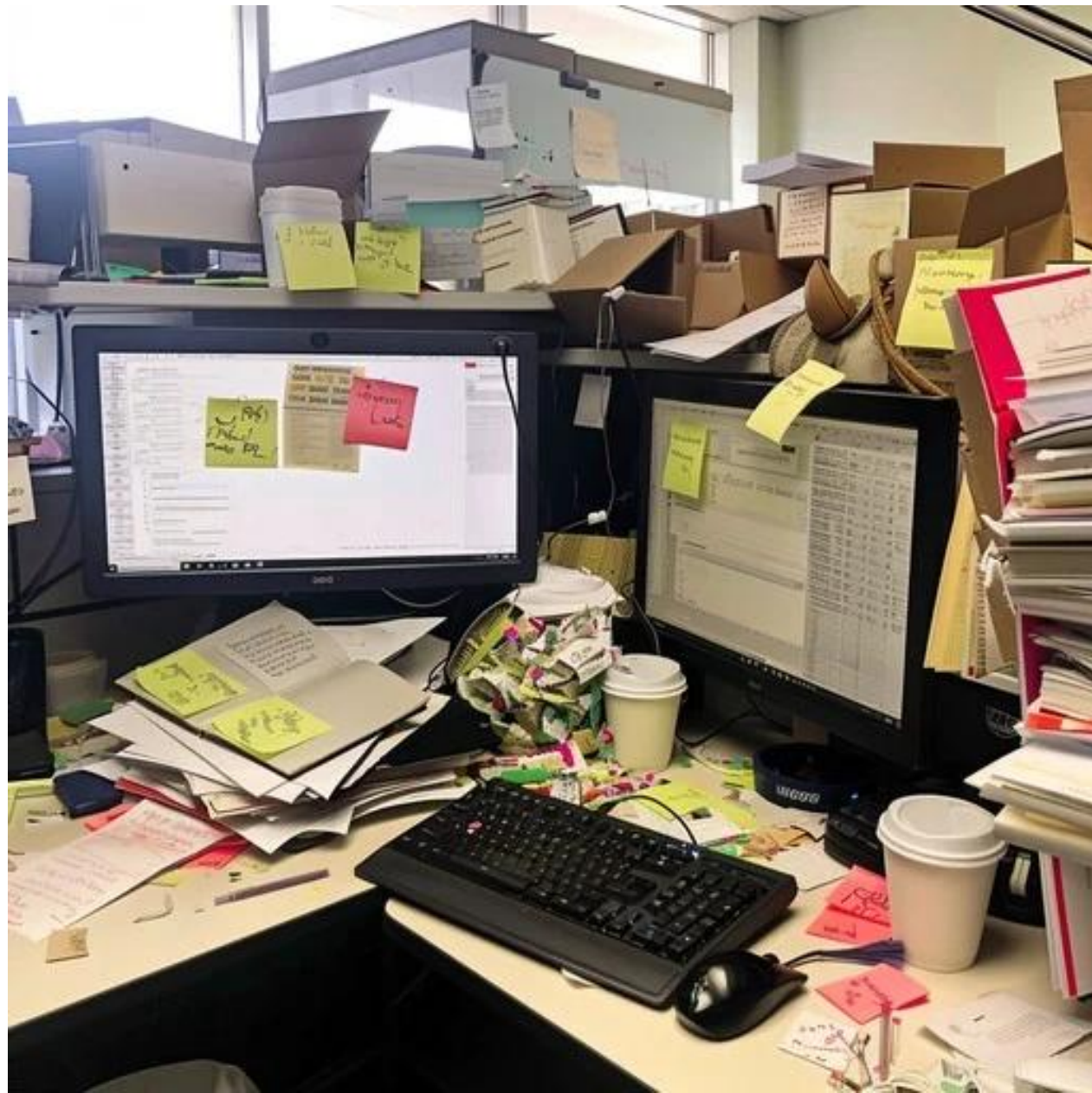
National Interests

Group Interests

Global Interests







Social intelligence is a person's ability to interact well with others, often called people skills or tact. There are four contributing aspects of social intelligence: communication skills, social roles and rules, understanding the motivation of others, and impression management.

Social intelligence, according to Karl Brecht, involves five distinct skills:

situational awareness,
presence,
authenticity,
clarity,
and empathy.

A lack of social intelligence contributes to poor mental health by fostering loneliness, chronic stress, and social anxiety, often resulting from strained relationships and social rejection. It limits the ability to navigate social dynamics, leading to misunderstandings, poor emotional regulation, and low social support, which are risk factors for depression and anxiety







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Asanteni kwa Kunisikiliza

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