



UNITED REPUBLIC OF TANZANIA
MINISTRY OF EDUCATION, SCIENCE AND
TECHNOLOGY

MZUMBE UNIVERSITY

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In replying please quote

Ref. No GA. 320/330/01/90

8th April, 2025

Director General,
National Social Security Fund,
P.O.Box 1322, Benjamin Mkapa Pension Towers,
Azikiwe St,
DAR ES SALAAM-TANZANIA

**RE: UNDERSTANDING THE INFLUENCE OF PERSONALITY IN THE WORK
SETTINGS**

The heading above refers.

2. Mzumbe University is one of the oldest training institutions in Tanzania, accumulating experience of over 50 years in the field. The University has the competence and capacity to deliver high-quality advisory services within its mandate, which is to assist in the preservation, transmission, dissemination, and enhancement of practical knowledge in the management field. This long experience and continuous collaboration and interaction with both private and public sectors, has greatly enhanced the capability of the University in offering quality advisory services that address the demands of the Tanzanians in field areas such as Education, Public Administration, Psychology and Counselling, Economics, to mention a few.

3. Following the continued societal changes, and the understanding that Personality plays a crucial role in workplace interactions, job performance, leadership, and team dynamics. Understanding different personality traits helps organizations improve productivity, job satisfaction, and employee engagement becomes imperative.

4. The main objective of this training course is to equip participants with the understanding personality traits and their influence in organizations. This is meant to better align employees with roles that match their strengths, promote effective leadership development, and enhance team collaboration. By applying personality insights, businesses can create a more productive and harmonious work environment.

5. On the basis of the aforesaid, we are delighted to cordially invite all HR professionals and managers, Team leaders and supervisors, Employees interested in self-improvement and career growth and individuals aiming to enhance team dynamics and productivity. The training is scheduled to be held from May 25 - 27, 2025 at Magadu Hotel, in Morogoro, Tanzania. The fee for this course is TZS 800,000 per participant (or TZS 650,000 per participant for two or more participants coming from the same organization). The fee will cover tuition, training material, breakfast, lunch, evening tea and certificates of attendance.

6. The attached training programme provides the detailed information regarding the course. In case of any inquiries, do not hesitate to contact the Coordinator Mustapha Almasi (PhD), through +255621685203 or Mustapha.juakali@mu.ac.tz or amustapha@mzumbe.ac.tz. Thank you for your continued cooperation.

Yours Sincerely,


Prof. Hawa Tundui Petro
FOR: VICE CHANCELLOR

SYNOPSIS

Personality plays a crucial role in workplace interactions, job performance, leadership, and team dynamics. Understanding different personality traits helps organizations improve productivity, job satisfaction, and employee engagement. The Big Five Personality Traits model (Openness, Conscientiousness, Extraversion, Agreeableness, and Neuroticism) is widely used in psychology and business to assess personality and its influence in professional environments.

The concept of personality has been extensively studied in psychology and organizational behaviour. The Five-Factor Model (FFM) is a reliable framework for understanding personality differences. Research by Barrick and Mount (1991) demonstrated that Conscientiousness is the most consistent predictor of job performance across various occupations. Additionally, studies by Judge et al. (2002) highlight that Neuroticism negatively correlates with job satisfaction and emotional stability at work.

Openness is linked to creativity and adaptability, making it particularly valuable in roles requiring innovation and problem-solving (Feist, 1998). Extraversion has been associated with leadership emergence and effectiveness, as individuals high in this trait tend to be sociable and assertive (Bono & Judge, 2004). Agreeableness is essential for teamwork and conflict resolution, fostering positive workplace relationships (Mount, Barrick, & Stewart, 1998). Meanwhile, Neuroticism, or emotional instability, can influence stress management and overall workplace well-being (Watson & Clark, 1984).

Understanding these personality traits allows organizations to better align employees with roles that match their strengths, promote effective leadership development, and enhance team collaboration. By applying personality insights, businesses can create a more productive and harmonious work environment.

EXPECTED OUTPUT

By the end of the training, participants are expected to:

- Demonstrate an understanding of the Big Five Personality Traits and their workplace implications.
- Identify their own personality traits and how they influence their work behaviors.
- Apply strategies for effective communication and teamwork based on personality insights.

- Adapt leadership and management approaches to cater to diverse personality types.
- Utilize personality assessments to enhance job performance and workplace relationships.
- Develop an action plan for integrating personality knowledge into professional growth and organizational development.

WHO SHOULD ENROL?

This training is designed for: HR professionals and managers, Team leaders and supervisors, Employees interested in self-improvement and career growth and Organizations aiming to enhance team dynamics and productivity

LEARNING OUTCOMES

By the end of this training, participants will:

1. Understand the concept of personality and its role in work settings.
2. Learn about the Big Five Personality Traits and their impact on workplace behavior.
3. Identify their own personality traits through self-assessment.
4. Explore how different personalities influence teamwork, leadership, and decision-making.
5. Develop strategies to adapt to various personality types for better workplace interactions.
6. Apply knowledge of personality traits to improve workplace communication and collaboration.

COURSE CONTENTS

Day 1: Understanding Personality and the Big Five Model

Session 1: Introduction to Personality in the Workplace

- Definition of personality
- Why personality matters in work settings
- Overview of personality assessment tools

Session 2: The Big Five Personality Traits

- Explanation of each trait:
 - **Openness:** Creativity, curiosity, adaptability
 - **Conscientiousness:** Organization, reliability, discipline
 - **Extraversion:** Sociability, enthusiasm, assertiveness
 - **Agreeableness:** Cooperation, empathy, friendliness
 - **Neuroticism:** Emotional stability, stress management
- How each trait affects work performance and relationships

Session 3: Self-Assessment and Reflection

- Personality self-assessment test

- Individual reflection and group discussion
- Recognizing strengths and areas for improvement

Day 2: Application of Personality Knowledge in Work Settings

Session 4: Personality and Teamwork

- How different personalities collaborate
- Managing diverse personality types in teams
- Conflict resolution strategies based on personality traits

Session 5: Personality and Leadership

- Leadership styles and personality traits
- How leaders can adapt to different personality types
- Case studies of effective leadership and personality alignment

Day 3: Enhancing Workplace Communication and Productivity

Session 6: Enhancing Workplace Communication and Productivity

- Effective communication strategies for different personalities
- Improving motivation and engagement through personality insights
- Workplace adaptations to leverage personality strengths

Session 7: Practical Exercises and Implementation Plan

- Role-playing workplace scenarios
- Group discussions on real-life workplace challenges
- Developing an action plan for personality-based workplace improvement

METHODOLOGY

This is a three-day training which is conducted using Interactive lectures, Group discussions and case studies, Self-assessment exercises, Role-playing and real-world applications and Action planning for personal and team growth. The participants will have a chance to self-evaluate themselves using the big five personality tests and receive feedback and recommendations.

DATES AND LOCATION OF THE TRAINING

The training will be held at Magadu Hotels, in Morogoro from **May 25 – 27, 2025.**

The training fee for this course is TZS 800,000 per participant (or TZS 650,000 per participant for two or more participants coming from the same organization). The fee will cover facilitation, training material, breakfast, lunch, evening tea and certificates of attendance. All payments should be made to the following bank account:

BANK: CRDB BANK PLC
BRANCH: MZUMBE BRANCH
ACCOUNT NAME: MU SHORT COURSE AND CONSULTANCY
ACCOUNT NUMBER: 01J1076853301

*Kindly indicate the name of the participant, contacts and the organization in the description of the depositing slips. Course fees must be paid in full prior to course start dates. **Proof of payment can be submitted to amustapha@mzumbe.ac.tz***

FACILITATORS

The course will adopt the use of discussions and direct lectures as the delivering techniques among others. The key facilitators to the event will be: -

1. Dr Mustapha Almasi, psychologist and educator
The Lead– facilitator, Mzumbe University
2. Dr Zainab Ntogwamazi
The co – facilitator, The Institute of Social Work
3. Agripina Masashua, assistant facilitator, Mzumbe Univeristy

REGISTRATION AND ENQUIRES

For any further information, registration, request for invoices or any other clarifications, do not hesitate to contact the following person: -

Dr Mustapha Almasi, psychologist and educator

Coordinator,

Mobile: +255 621685203

amustapha@mzumbe.ac.tz