FINANCE & PROCUREMENT · SHORT COURSE

Pre-Retirement Financial Planning and Purposeful Life Transition

This practical course equips employees approaching retirement, managers, professionals, and human resource practitioners with the knowledge and practical skills required to prepare financially, professionally, socially, and personally for a successful transition from employment into retirement.

DATES	25–29 Jan 2027	DURATION	5-day course
COURSE FEE	TZS 1,300,000 · per participant	VAT	Fee excludes VAT
VENUE	Arusha, Tanzania	DAILY HOURS	8:30 AM – 4:30 PM
FEE INCLUDES	Course materials, lunch and refreshments	CERTIFICATE	Certificate of attendance
TRAINER	Elly International training team	APPLICATIONS	Open for applications

Overview

This practical course equips employees approaching retirement, managers, professionals, and human resource practitioners with the knowledge and practical skills required to prepare financially, professionally, socially, and personally for a successful transition from employment into retirement.

Participants will explore the key financial considerations associated with retirement, including assessing retirement income needs, understanding pension benefits, managing savings and investments, budgeting for retirement, managing debt, protecting assets, and planning for healthcare and other long-term expenses. The course emphasizes practical financial decision-making and sustainable retirement planning based on individual circumstances and available resources.

Beyond financial preparation, the course addresses the broader transition from employment to purposeful post-retirement living. Participants will explore personal goal setting, lifestyle planning, entrepreneurship, consulting, volunteering, family relationships, social engagement, lifelong learning, and meaningful use of time and skills after retirement.

Through practical exercises, retirement planning scenarios, budgeting activities, financial planning tools, case studies, and personal action planning, participants will develop a structured pre-retirement plan designed to support financial preparedness, personal wellbeing, continued contribution, and a purposeful transition into retirement.

Course content

Module 1: Understanding Retirement and Life Transition

- Understanding retirement as a life transition
- Financial, professional and personal dimensions of retirement
- Common challenges associated with retirement
- Psychological and social adjustment to retirement
- Preparing for changes in income and lifestyle
- Identifying retirement expectations and priorities

- Developing a positive approach to retirement
- Retirement myths and common misconceptions
- Assessing personal retirement readiness
- Developing a personal retirement vision

Module 2: Assessing Retirement Financial Readiness

- Understanding retirement income needs
- Estimating future living expenses
- Assessing current financial position
- Calculating retirement funding gaps
- Identifying expected retirement income sources
- Pension and social security benefits
- Personal savings and investments
- Other potential income sources
- Inflation and its impact on retirement
- Longevity and long-term financial planning
- Practical retirement readiness assessment

Module 3: Retirement Budgeting and Cash-Flow Planning

- Developing a retirement budget
- Essential versus discretionary expenditure
- Estimating post-retirement living costs
- Monthly and annual cash-flow planning
- Managing reduced or irregular income
- Housing and household expenses
- Healthcare and insurance costs
- Family and dependent-related expenses
- Emergency funds and contingency planning
- Adjusting lifestyle to retirement income
- Practical retirement budget development

Module 4: Pension, Benefits and Retirement Income Planning

- Understanding pension and retirement benefit systems
- Sources of retirement income
- Understanding pension statements and benefit projections
- Retirement benefit eligibility and documentation
- Lump-sum versus periodic income considerations
- Coordinating multiple retirement income sources
- Understanding deductions and obligations
- Retirement income sustainability
- Questions to ask pension and financial service providers
- Preparing a personal retirement income plan

Module 5: Savings, Investments and Wealth Preservation

- Importance of long-term savings
- Understanding investment fundamentals
- Risk and return
- Diversification principles
- Short-, medium- and long-term investments
- Income-generating assets

- Preserving capital during retirement
- Managing investment risks
- Understanding liquidity needs
- Reviewing investment portfolios before retirement
- Avoiding common investment mistakes and financial scams

Module 6: Debt Management and Financial Risk Protection

- Assessing personal debt before retirement
- Good debt versus potentially problematic debt
- Strategies for reducing debt before retirement
- Managing mortgages and other long-term obligations
- Credit management
- Emergency financial planning
- Insurance and risk protection
- Health and long-term care considerations
- Protecting retirement assets
- Recognizing financial fraud and scams
- Developing a personal financial risk-management plan

Module 7: Estate Planning, Succession and Family Financial Planning

- Introduction to estate planning
- Understanding wills and succession planning
- Beneficiary nominations and documentation
- Asset ownership and family financial planning
- Managing dependants and family obligations
- Intergenerational wealth planning
- Record keeping and important financial documents
- Understanding the role of professional advisors
- Reducing potential family disputes through proper planning
- Reviewing and updating estate plans

Module 8: Entrepreneurship and Alternative Income After Retirement

- Exploring post-retirement income opportunities
- Entrepreneurship after employment
- Small-business planning
- Consulting and professional services
- Using professional knowledge and experience
- Agriculture and other income-generating activities
- Digital and online income opportunities
- Part-time and flexible work
- Assessing business risks and opportunities
- Developing a sustainable post-retirement income strategy

Module 9: Purpose, Identity and Meaningful Living After Retirement

- Understanding identity beyond employment
- Discovering personal interests and strengths
- Setting post-retirement goals
- Personal mission and purpose
- Volunteering and community engagement
- Mentoring and knowledge transfer

- Lifelong learning and skills development
- Creative, social and recreational activities
- Maintaining meaningful relationships
- Designing a balanced and purposeful retirement lifestyle

Module 10: Health, Wellbeing and Social Preparation

- Preparing for changes in daily routines
- Maintaining healthy lifestyle habits
- Managing time after retirement
- Social networks and community participation
- Family relationships and communication
- Maintaining independence and personal responsibility
- Managing stress associated with major life transitions
- Planning meaningful daily and weekly activities
- Maintaining intellectual and social engagement
- Building a supportive retirement environment

Module 11: Practical Retirement Planning Tools and Action Plan

- Personal financial position assessment
- Retirement income and expenditure projection
- Retirement funding-gap analysis
- Personal debt assessment
- Investment and savings review
- Retirement risk assessment
- Post-retirement income opportunity assessment
- Personal purpose and lifestyle planning
- Developing retirement goals and milestones
- Preparing a retirement readiness checklist
- Developing a three- to five-year pre-retirement action plan

Module 12: Integrated Pre-Retirement Planning Workshop

- Developing an individual retirement financial plan
- Preparing a realistic retirement budget
- Mapping retirement income sources
- Developing a debt-reduction strategy
- Reviewing savings and investment priorities
- Developing a post-retirement income plan
- Creating a personal purpose and lifestyle plan
- Identifying potential retirement risks
- Developing an emergency and contingency plan
- Preparing an estate and family planning checklist
- Creating a personal retirement transition roadmap
- Peer discussions, case studies and practical presentations

Who should attend

This course is designed for:

- Employees approaching retirement
- Mid-career professionals
- Senior employees and managers

- Public-sector employees
- Private-sector employees
- Human resource officers and managers
- Pension and benefits administrators
- Employee welfare officers
- Financial wellness programme coordinators
- Professionals seeking structured retirement preparation
- Spouses and family members involved in retirement planning
- Employees considering post-retirement entrepreneurship
- Managers responsible for employee transition programmes
- Organizations developing pre-retirement programmes

Suitable Sectors

The course is particularly relevant to government ministries, departments and agencies, local government authorities, public institutions, universities and educational institutions, banks and financial institutions, insurance companies, NGOs and development organizations, healthcare institutions, manufacturing companies, telecommunications companies, parastatals, private companies, and other organizations with employees approaching retirement or seeking to strengthen employee financial-wellness and retirement-preparation programmes.

How to apply

Apply online at elly.wysyntaxtest98.or.tz. Your place is confirmed only after we review your application and contact you, within 1 working day.

Apply for this course | Ask on WhatsApp | Email us

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Details correct as of 8 November 2026.