



UGANDA MANAGEMENT INSTITUTE

UMI is Uganda's premier centre for Management Training, Education, Consultancy, Research and Online Learning Services with a mission
"To Excel in Developing Practical and Sustainable Administration, Leadership and Management Capacity"

SHORT COURSES

These short courses will be conducted at **Kampala** Time: 8.30am - 4.00pm Monday to Friday.

Study Area	Course	Duration	2017							
			May	June	July	Aug	Sep	Oct	Nov	Dec
General Management	Advocacy and Lobbying Skills	1 Week				14 - 18				
	Project Planning and Management	2 Weeks		12 - 23			4 - 15			
	Project Monitoring and Evaluation	2 Weeks			17 - 28			16 - 27		
	Project Proposal Writing and Resource Mobilization	2 Weeks	08 - 19						13 - 24	
	Strategic Planning and Management	1 Week		12 - 16						4 - 9
	Management Skills Improvement	2 Weeks					4 - 15			
	Consultancy Skills Development	2 Weeks				7 - 18				
	Management of Cooperatives and SACCOs	2 Weeks	15 - 26					16 - 27		
	Strategic Human Resource Management	2 Weeks	08 - 19				4 - 15			
Human Resource Management	Performance Management in Organisations	1 Week				21 - 25				
	Training of Trainers	2 Weeks			10 - 21				7 - 18	
	Effective Leadership, Mentoring & Coaching Skills in Contemporary organisations	1 Week		12 - 16						4 - 8
	Managing Public Relations & Public Speaking	1 Week			03 - 07				20 - 24	
Marketing and Communications	Digital Marketing	2 Weeks			24	04			27	08
	Managing Marketing Performance (Marketing Metrics)	1 Week	15 - 19				11 - 15			
	Delivering Great Customer Experience (Customer care)	1 Week		19 - 23				23 - 27		
	Driving Marketing Innovations & Branding	1 Week				17 - 21				04 - 08
	Effective Communication and Presentation skills	1 Week	8 - 12					16 - 20		
Procurement Management	Stores Management and Materials Control	1 Week			10 - 14				20 - 24	
	Managing the Tendering Process and Contract Management	2 Weeks					16 - 27			
	Procurement and Supply Chain Management	1 Week		05 - 09					27	01
	Logistics and Physical Distribution Management	1 Week						23 - 27		
Financial Management	Fleet Management Improvement	1 Week	22 - 26						06 - 10	
	Financial Management and Accounting for Non-Financial Managers	2 Weeks			3 - 14				06 - 17	
	Tax Management	2 Weeks					18 - 29			
	Budgetary Management and Expenditure Control	1 Week	8 - 12					16 - 20		
	Risk Management, Internal Controls and Fraud Prevention	2 Weeks	15 - 26					16 - 27		
	Entrepreneurship and Business Development	1 Week		9 - 24						04 - 08

Study Area	Course	Duration	2017							
			May	June	July	Aug	Sep	Oct	Nov	Dec
Information and Communication Technology	Advanced Spread Sheets	1 Week				07 - 11				
	Information Systems & Database Management Skills	2 Weeks						16 - 27		
	MS Project Software	1 Week						16 - 20		
	Statistical Data Analysis Using SPSS and Epi-info	2 Weeks					04 - 15			
	Computerised Human Resource Information Management	1 Week	15 - 19						27	01
	Linux Systems Administration and Networking	2 Weeks				14 - 25				
Public Administration and Governance	Public Service Induction Programme	1 Week					04 - 09			
	Front Office Management	1 Week					11 - 15			
	Management of Meetings in Local Governments	2 days	04 - 05					12 - 13		
	Managing the School/College Finances	1 Week			10 - 14					04 - 08
	Effective Administrative Assistant	1 Week			17 - 21				20 - 24	
	Records Management	2 Weeks				07 - 18				
	Public Policy Analysis & Program Evaluation	1 Week	22 - 26					16 - 20		
	Administrative Law	2 Weeks					11 - 22			

DURATION	TUITION	
	UGANDANS	INTERNATIONAL
2 Weeks	480,000/=	\$ 357
1 Week	320,000/=	\$ 238
2/3 Days	210,000/=	\$ 157
Accommodation (Optional)	30,000/= per night	\$ 22

ADMISSIONS ARE STILL IN PROGRESS FOR ORDINARY DIPLOMAS, POSTGRADUATE AND MASTERS PROGRAMMES

ENQUIRIES/APPLICATIONS:

Applications should be submitted at least **one week** before the start date of the course. Course dates are subject to changes upon which Management shall communicate. Application forms and more information about the programmes may be obtained from the address given below;

P. O. Box 20131 Kampala,

Tel: Gen: +256752259722, Direct: +256702 194 552; +256 772624 671

Email: angobi@umi.ac.ug; akazinga@gmail.com; inakiwala@umi.ac.ug; admin@umi.ac.ug;

Website: www.umi.ac.ug