

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 Monday to Friday**

Study Area	Course	Duration	Day Programmes (8:30am to 4:00pm)					Evening Programmes (5:00pm to 9:00pm)				
			Aug	Sep	Oct	Nov	Dec	Aug	Sep	Oct	Nov	Dec
General Management	Project Planning and Management	60 hrs		02 - 13						14 Oct to 1 Nov		
	Project Monitoring and Evaluation	60 hrs			14 - 25						4-22	
	Project Proposal Writing and Resource Mobilization	60 hrs				11 - 22						
	Strategic Planning and Management	30 hrs					02 - 06					
	Management Skills Improvement	60 hrs		16 - 27							4-22	
	Consultancy Skills Development	60 hrs	19 - 30									
	Management of Cooperatives and SACCOs	60 hrs			14 - 18							
Human Resource Management	Strategic Human Resource Management	60 hrs		02 - 13							18 Nov to 6 Dec	
	Performance Management in Organisations	30 hrs	19 - 23									
	Training of Trainers	60 hrs				04 -15		9-27				
	Effective Leadership, Mentoring & Coaching Skills in Contemporary organisations	30 hrs					02 - 06					
Marketing and Communications	Managing Public Relations & Public Speaking	30 hrs				18 - 22						
	Digital Marketing	60 hrs				18 - 29						
	Delivering Great Customer Experience (Customer care)	30 hrs			21 - 25						19-30	
	Effective Communication and Presentation skills	30 hrs			14 - 18							
Procurement Management	Stores Management and Materials Control	30 hrs				18 - 22						
	Procurement and Supply Chain Management	30 hrs					25 - 29					
	Logistics and Physical Distribution Management	30 hrs			21 - 25							
	Fleet Management Improvement	30 hrs				04 -08						
Financial Management	Financial Management and Accounting for Non-Financial Managers	60 hrs				04 -15		9-27				
	Budgetary Management and Expenditure Control	30 hrs	26 - 30						14-25			
	Risk Management, Internal Controls and Fraud Prevention	60 hrs		09 - 20							18 Nov to 6 Dec	
	Entrepreneurship and Business Development	30 hrs					02 - 06					
Information and Communication Technology	Database Management Skills	60 hrs			14 - 25							
	Statistical Data Analysis Using SPSS and Epi-info	60 hrs		02 - 13								
	Computerized Human Resource Information Management	30 hrs				25 - 29						
Public Admin and Governance	Front Office Management	30 hrs		09 - 13								
	Effective Administrative Assistant	30 hrs				18 - 22		2-13				
	Records Management	60 hrs	19 - 30									
	Public Policy Analysis & Program Evaluation	30 hrs		30 Sep – 04 Oct								
	Introduction to Administrative Law	60 hrs		09 - 20							18 Nov to 6 Dec	

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

### ENQUIRIES/APPLICATIONS:

Applications should be submitted at least one week before the start date of the course. Course dates are subject to change 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: +256774386820, +256704252325

Email: [angobi@umi.ac.ug](mailto:angobi@umi.ac.ug); [inakiwala@umi.ac.ug](mailto:inakiwala@umi.ac.ug); [admin@umi.ac.ug](mailto:admin@umi.ac.ug); Website: [www.umi.ac.ug](http://www.umi.ac.ug)