



UGANDA MANAGEMENT INSTITUTE

SHORT COURSES SCHEDULE 2023

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"

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

Study Area	Course	Duration	2023										
			Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec
General Management	Advocacy and Lobbying Skills	2 Weeks	6-17			8-19				4-15			
	Project Planning and Management	2 Weeks		13-24			12-23		7-18			6-17	
	Project Monitoring and Evaluation	2 Weeks	6-17			8-19			21 Aug-1 Sept			20 Nov-1 Dec	
	Project Proposal Writing and Resource Mobilization	2 Weeks		6-17			5-16			4-15		13-24	
	Strategic Planning and Management	1 Week			17-21			17-21			2-6		
	Management Skills Improvement	2 Weeks		20-31				10-21				6-17	
	Consultancy Skills Development	2 Weeks	6-17				19-30				16-27		
	Management of Cooperatives and SACCOs	2 Weeks			17-28					18-29			
Human Resource Management	Strategic Human Resource Management	2 Weeks		6-17				10-21				13-24	
	Performance Management in Organisations	1 Week			24-28				14-18				
	Training of Trainers	2 Weeks		20-31			5-16			4-15		13-24	
	Effective Leadership, Mentoring & Coaching Skills in Contemporary Organisations	1 Week				22-26					2-6		
Marketing and Communications	Managing Public Relations & Public Speaking	1 Week			17-21			17-21				6-10	
	Digital Marketing	2 Weeks				15-26			7-18			20 Nov-1 Dec	
	Managing Marketing Performance (Marketing Metrics)	1 Week			24-28					25-29			
	Delivering Great Customer Experience (Customer care)	1 Week	20-24					26-30			23-27		
	Driving Marketing Innovations & Branding	1 Week			24-28				14-18			20-24	
	Advertising and Client Management	1 Week				22-26				4-8			
	Effective Communication and Presentation skills	1 Week	6-10					10-14			2-6		
Procurement Management	Stores Management and Materials Control	1 Week		27-31				17-21				27 Nov- 1 Dec	
	Managing the Tendering Process & Contract Management	1 Week			17-21					11-15			
	Procurement and Supply Chain Management	1 Week	20-24					26-30				20-24	
	Logistics and Physical Distribution Management	1 Week			17-21			10-14			16-20		
	Fleet Management Improvement	1 Week		13-17					17-21			27 Nov- 1 Dec	

Study Area	Course	Duration	2023											
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Financial Management	Financial Management and Accounting for Non-Financial Managers	2 Weeks		13-24					10-21				13-24	
	Tax Management	2 Weeks				15-26					11-22			
	Budgetary Management and Expenditure Control	1 Week	20-24					5-9					6-10	
	Risk Management, Internal Controls and Fraud Prevention	2 Weeks		6-17					17-28				16-27	
	Entrepreneurship and Business Development	1 Week						19-23						27 Nov- 1 Dec
Information and Communication on Technology	Database Management Skills	2 Weeks		13-24								16-27		
	MS Project Software	1 Week			24-28						4-8			
	Statistical Data Analysis Using SPSS and Epi-info	2 Weeks		6-17					10-21			16-27		
	Computerized Human Resource Information Management	1 Week				22-26							20-24	
Public Administration and Governance	Public Administration and Management	2 Weeks		13-24					17-28				13-24	
	Front Office Management	1 Week			24-28						4-8			
	Effective Administrative Assistant	1 Week		13-17					24-28				6-10	
	Records Management	2 Weeks			17-28				10-21				13-24	
	Introduction to Administrative Law	2 Weeks				8-19							6-17	
Executive Courses	Essentials of Oil and Gas Management	2 Weeks		6-17						7-18				
	Health Supply Chain Management	2 Weeks				8-19						16-27		
	Gender and Equity Budgeting	2 Weeks			17-28								27 Nov- 8 Dec	
	Managing a Family Enterprise	2 Weeks				15-26						23 Oct – 3 Nov		
	Results Based Monitoring, Evaluation & Learning	2 Weeks	13-24						10-21			16-27		
	Disaster and Risk Management	1 Week		13-17								23-27		
	Public Private Partnership Management	2 Weeks				8-19							13-24	

DURATION	TUITION	
	UGANDANS	INTERNATIONAL
2 Weeks	480,000/=	\$ 357
1 Week	320,000/=	\$ 238
Executive Course (1 Week)	500,000	\$ 500
Executive Course (2 Weeks)	800,000	\$ 800

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;

Plot 44 -52, Jinja Road Kampala,

Tel: Gen: +256 312 721 000; +256 417 789 000, Direct: +256 704 252 325; +256 777 826 947

Email: inakiwala@umi.ac.ug; ikalyango@umi.ac.ug; admin@umi.ac.ug;

Website: www.umi.ac.ug