



UGANDA MANAGEMENT INSTITUTE

SHORT COURSES SCHEDULE 2025

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 | 2025 | | | | | | | | | | |
|------------------------------|---|----------|-------|-------|---------------|-------|-------|-------|--------------|--------------|--------------|-------|-------|
| | | | Jan | Feb | Mar | April | May | June | July | Aug | Sep | Oct | Nov |
| General Management | Advocacy and Lobbying Skills | 2 Weeks | | 3-14 | | | 12-23 | | | 25 Aug-5 Sep | | | |
| | Project Planning and Management | 2 Weeks | | 17-28 | 31 Mar-11 Apr | | | | 7-18 | | | 13-24 | |
| | Project Monitoring and Evaluation | 2 Weeks | 20-31 | | | | 12-23 | | | 18-29 | | | 17-28 |
| | Project Proposal Writing and Resource Mobilization | 2 Weeks | | | 17-28 | | | 16-27 | | | 15-26 | | |
| | Strategic Planning and Management | 1 Week | | | | 7-11 | | | 14-18 | | | | 10-14 |
| | Management Skills Improvement | 2 Weeks | | 3-14 | | | 5-16 | | | 18-29 | | | 3-14 |
| | Consultancy Skills Development | 2 Weeks | | | 10-21 | | | | | | | | |
| | Management of Cooperatives and SACCOs | 2 Weeks | | 10-21 | | | 5-16 | | | 11-22 | | | 3-14 |
| Human Resource Management | Strategic Human Resource Management | 2 Weeks | | 3-14 | | | 19-30 | | | 4-15 | | | |
| | Performance Management in Organisations | 1 Week | | | 3-7 | | | 16-20 | | | 1-5 | | |
| | Training of Trainers | 2 Weeks | | | 31 Mar-11 Apr | | | | 7-18 | | | 20-31 | |
| | Effective Leadership, Mentoring & Coaching Skills in Contemporary Organisations | 1 Week | | 17-21 | | | 12-16 | | | 25-30 | | | 24-28 |
| Marketing and Communications | Managing Public Relations & Public Speaking | 1 Week | 27-31 | | | 7-11 | | | 21-25 | | | 13-17 | |
| | Digital Marketing | 2 Weeks | | 3-14 | | | 19-30 | | | 11-22 | | | 3-14 |
| | Managing Marketing Performance (Marketing Metrics) | 1 Week | | 24-28 | | | 5-9 | | | 4-8 | | | 10-14 |
| | Delivering Great Customer Experience (Customer care) | 1 Week | | | 3-7 | | | 23-27 | | | 1-5 | | |
| | Driving Marketing Innovations & Branding | 1 Week | | 3-7 | | | 26-30 | | | 25-29 | | | 3-7 |
| | Advertising and Client Management | 1 Week | | | 3-7 | | | 23-27 | | | 8-12 | | |
| | Effective Communication and Presentation skills | 1 Week | 27-31 | | | 7-11 | | | 28 Jul-1 Aug | | | 27-31 | |
| Procurement Management | Stores Management and Materials Control | 1 Week | | | 10-14 | | | 16-20 | | | 29 Sep-3 Oct | | |
| | Managing the Tendering Process & Contract Management | 1 Week | | 10-14 | | | 19-23 | | | 11-15 | | | 17-21 |

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| | | | Jan | Feb | Mar | April | May | June | July | Aug | Sep | Oct | Nov |
| | Procurement and Supply Chain Management | 1 Week | | | | 31 Mar-4 Apr | | | 14-18 | | 29 Sep-3 Oct | | |
| | Logistics and Physical Distribution Management | 1 Week | | 10-14 | | | 19-23 | | | 11-15 | | | 17-21 |
| | Fleet Management Improvement | 1 Week | | | | 7-11 | | | 21-25 | | | 3-17 | |
| Financial Management | Financial Management and Accounting for Non-Financial Managers | 2 Weeks | | | 17-28 | | | | 7-18 | | | | 17-28 |
| | Tax Management | 2 Weeks | | | 3-14 | | | 16-27 | | | 15-26 | | |
| | Effective Budgeting & Operational cost control | 1 Week | 20-24 | | 31 Mar-4 Apr | | | | 7-11 | | | 27-31 | |
| | Internal Controls and Fraud Prevention | 2 Weeks | | 10-21 | | | 12-23 | | | 11-22 | | | 17-28 |
| | Corporate Governance, Risk & Compliance | 1 Week | | | 3-7 | | | 16-20 | | | 15-26 | | |
| Information and Communication Technology | Database Management Skills | 2 Weeks | | | 17-28 | | | | 7-18 | | | 13-24 | |
| | MS Project Software | 1 Week | 20-24 | | 31 Mar-4 Apr | | | | | | | | |
| | Statistical Data Analysis Using SPSS | 2 Weeks | | | 17-28 | | | | 7-18 | | | 13-24 | |
| | Advanced Microsoft Excel | 1 Week | | 24-28 | | | 26-30 | | | 4-8 | | | 3-7 |
| Public Administration and Governance | Public Administration and Management | 2 Weeks | 20-31 | | 31 Mar-4 Apr | | | | 21 Jul-1 Aug | | | 6-17 | |
| | Effective Office Management | 1 Week | | 17-21 | | | 26-30 | | | 18-22 | | | 10-14 |
| | Effective Administrative Assistant | 1 Week | | 24-28 | | | | 16-20 | | | 8-12 | | |
| | Records Management | 2 Weeks | 27 Jan-7 Feb | | | | 12-23 | | | 25 Aug-5 Sep | | | |
| | Introduction to Administrative Law | 2 Weeks | 20-31 | | 24 Mar-4 Apr | | | | 14-25 | | | 6-17 | |

We offer the following Executive Courses on request

| Executive Course | Duration | Executive Course | Duration |
|--------------------------------------|----------|---|----------|
| Essentials of Oil and Gas Management | 2 Weeks | Results Based Monitoring, Evaluation & Learning | 2 Weeks |
| Health Supply Chain Management | 2 Weeks | Disaster and Risk Management | 1 Week |
| Gender and Equity Budgeting | 2 Weeks | Public Private Partnership Management | 2 Weeks |
| Managing a Family Enterprise | 2 Weeks | Environmental Mainstreaming and Climate Change | 1 Week |

| 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: +256 312-721-700; +256 312-721-209, Direct: +256 775 787 424; +256 777 826 947, +256 781 303 688

Email: btimutenda@umi.ac.ug; agafabusa@umi.ac.ug; ikalyango@umi.ac.ug;

Website: www.umi.ac.ug