



# MAKERERE UNIVERSITY

## College of Business and Management Sciences (CoBAMS)

### SCHOOL OF BUSINESS

#### **SKILLS & CAREER ENRICHMENT PACKAGES**

#### **PROGRAMME OBJECTIVE:**

The Programme objective is to provide a blended learning that enhances skills in Project Management, Monitoring & Evaluation, Public Administration, Procurement and Contracts Management for those currently employed in Projects, local government and NGOs and those with interest in occupying such positions in future. In addition we also offer many other tailored courses.

#### **PROGRAMMES OFFERED**

- Project Planning and Management (PPM)
- Project Monitoring & Evaluation (M&E)
- Public Administration & Management (PAM)
- Procurement & Contracts Management (PCM)
- Finance for Non Finance Managers, and (FNFM)  
many other tailored / executive courses.

#### ***COURSE CONTENT: PROJECT PLANNING AND MANAGEMENT***

- Project Management- Concepts & Practices
- Project Design, Organisation, Development & Integration
- Project Planning and Scheduling- Tools and Techniques
- Controlling & Analysing Project Performance
- Project Implementation, Monitoring & Evaluation
- Project Proposal Writing
- Project Appraisal, Analysis & Selection
- Project Management Issues

#### ***COURSE CONTENT: PROJECT MONITORING AND EVALUATION***

- Project Monitoring & Evaluation- Concepts & Practices
- Approaches to M&E and Logical frame work analysis
- Designing Monitoring & Evaluation system- Result based M&E
- M&E Reporting, Communication/feedback and action

#### ***COURSE CONTENT: PUBLIC ADMINISTRATION AND MANAGEMENT***

- Public Administration & Management - Concepts and practices
- Community Development
- Public policy Management
- Decentralization, LG systems and Administration
- Administrative Law
- Communication skills for public administrators
- Project planning & Management
- Human Resource Management
- Public procurement and contract management

## **COURSE OUTLINE: FINANCE FOR NON - FINANCIAL MANAGERS**

- Fundamentals of accounting & Finance.
- The fundamental accounting equation and the balance sheet
- Financial statements preparation & Analysis
- Receipts and payments, Revenue & Expenditure.
- Fundamentals of budgeting.
- Computerised investment planning, appraisal and management.
- Computerised credit management.
- Optimal decisions in finance.

This is an intensive skills development programme *delivered in two weeks* with case studies and practical hands-on approach. Ordinarily the courses would be covered in 4-6 weeks but the full content is condensed in two weeks to enable flexibility and convenience to the participants.

### **TRAINING SCHEDULE**

<b>Cohort</b>	<b>Months/ Intake</b>	<b>Time of offer</b>	
		<b>Evening</b>	<b>Weekend</b>
1	January	5.30pm - 8.30pm	9.00am - 4.00pm
2	March/April	5.30pm - 8.30pm	9.00am - 4.00pm
3	July	5.30pm - 8.30pm	9.00am - 4.00pm
4	September	5.30pm - 8.30pm	9.00am - 4.00pm
5	November	5.30pm - 8.30pm	9.00am - 4.00pm

**VENUE:** College of Business and Management Sciences (CoBAMS), Makerere University Main Campus.

**COURSE FEES:** Ushs 400,000 per participant (*subject to change*)

**ENTRY REQUIREMENTS:** The applicant **MUST** be a degree holder.

**TRAINING DURATION:** Two weeks for day participants and 3 Weekends for weekend participants

Application forms (*free of charge*) can be picked from and returned before the start date of each intake to Makerere University, College of Business and Management Sciences **Block B, Room 3.2B**. You can also download the application form from: <http://www.bams.mak.ac.ug>  
**For inquiries contact: 0775-442799; 0701-901354; 0704-4469100**

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