



# Uganda Manufacturers Association (UMA)

## Year Planner and Prospectus 2025



### Uganda Manufacturers Association Training Events in 2025

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
<b>Open Course Training Events</b>	These are 2-3 day events, conducted at UMA secretariat in Kampala scheduled in the months indicated below. Each event will be attended by 20 to 40 senior managers. For each event we shall schedule 2-3 hours for human rights											
Finance for Non Finance Managers												
Occupational Health and Safety												
Human Resource Analytics												
Sales and Marketing												
Manufacturing Excellence												
Debt Collection												
Result Oriented Management for 2026												
Improving Your relationship with UNBS and Introduction to Total Quality Management												
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec

**Joseph Kyalimpa Training and Projects Manager, Uganda Manufacturers Association.**  
 Tel 07734 14 720 , 0755646364; 0772 454 803, 0773420255. Email [training@uma.or.ug](mailto:training@uma.or.ug)

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## **SECTION 1 : INTRODUCTION**

### **About UMA**

The Uganda Manufacturers Association (UMA) is one of the largest private sector membership-based association with a broad membership representing the industrial and commercial sectors in Uganda. Our *Vision* is to be the best business Membership Association in East and Central Africa. UMA's mission is to serve our members and the general public by providing products, programs and services that sustainably improve economic prosperity. In 2025 UMA makes 37 years of existence. UMA has over 1500 active members who are categorized into small, medium, large and corporate

### **Training Courses at UMA**

Among its services, UMA offers short 2-4 days training to its members,. Two categories of trainings are offered to members namely open courses and in-house courses. Open courses are scheduled and conducted at UMA companies are required to send participants to UMA to attend these courses. A calendar for 2025 is attached. The second category of training is called in house courses where companies invite us and we conduct courses at the companies' premises.

## **SECTION 2: GENERAL MANAGEMENT COURSES**

### **1: Motivational Training - Seminar on Attitude Change and Team Building**

Following the discussion with you, we hereby present a proposal to train your staff in the above mentioned topics. During the training, key practical issues which affect work attitudes which in turn affect productivity will be discussed. The course shall also highlight on key issues on building effective teams.

#### **The Main Objective.**

The main objective of the programme is to sensitise staff on how their attitude to work promotes profitability and productivity

#### **Specific Objectives**

By the end of the seminar, participants should:

- appreciate the importance of positive attitude towards personal success and how it impacts on their performance
- acquire team working skills

### **2.Course on Risk Management.**

Risk Management (RM) is a broad and deep topic. Risk is unavoidable and present in every human situation. It is present in daily lives, public and private sector organizations. Risk management is the process of minimizing or mitigating the risk in any way that will reduce losses as much as possible and increase opportunities as much as possible The course provides interactive and comprehensive information tools and techniques you can practically apply to your sector.

#### **Objectives of the course**

By the end of the course participants will:

- SIX STEPS in the risk management that can assist in decision-making,
- acquire skills of risk Identification risk analysis and evaluation.
- Acquire skills of Monitoring and treating the risks
- Handling risk in the business areas such as finance, strategy, operations and in the supply chain

### **Target participants**

Managers and supervisors from all departments: (Production, Procurement, Stores, Production, Dispatch Human Resource, Audit and Accounts)

## **3. Operation of Trade Unions (TU) in Uganda**

All Ugandans have the right to join a trade union or any other organization or association of their choice. Unfortunately, some employers have a negative opinion toward TU and believe that trade unions are strike instigators.

Employers should consider the benefits of trade unions as well. Aside from that, employers should be aware of the advantages. Trade unions, in particular, can assist employers in developing trust among employees, improving staff retention, auditing noncompliance with labour laws, improving staff retention, and promoting equality. Unions contribute to the development of high-trust workplaces, which in turn boosts productivity.

It is against the above background that UMA is organising a course on Operations of Trade Unions in Uganda.

### **Objectives of the course**

By the end of the course participants shall be able to: Appreciate the basic principles and Legal framework of Trade Unions and Collective bargaining organizations.

- Explain Historical Development of Trade Unions in Uganda
- Identify Unions that best suited for RRM
- Use Trade Union as a tool to improve production and Service Delivery
- Improve the relationship between employers and Employees Industrial Relations

### **Target participants**

Managers and supervisors from all departments, shop stewards, HR departmental staff

## **4. Management Skills Improvement'**

Today's organizations expect increased performance, to achieve this, managers and leaders must be innovative, entrepreneurial, motivating, effective communicators and team leaders.

The purpose of the workshop is to facilitate the development or enhancement of an all-round business manager with basic skills in the management function. This will take a practical, customized and participatory methodology to bring out the challenges of a competitive management function emphasizing the practical norms other than general information.

### **Short term objectives:**

Participants will: -

- be equipped with tools for motivating staff.
- be able to communicate more effectively.
- be equipped with tools for performance measurement and improvement.
- improve their grievance handling skills.

### **Long term objectives**

- A management team better management and leadership skills
- Improved teamwork
- Motivated staff that performs better.
- Healthy and productive enterprise

**Target participants:** Supervisors, Managers, Section Heads and Heads of Departments.

## **5 : Recruitment Selection and Staff Development**

Recruitment is one of the most important aspects of human resources because if you get this process right, you're halfway there. However, if recruitment and selection are not done effectively, the organization will experience severe long-term consequences. UMA organizes recruitment and staff development training courses. The goal of this workshop is to improve participants' knowledge and skills in proper recruitment procedures. The participants will recognize the need of having proper policies and standards in place to improve human beings and person specifications in the environment in which we live and work. Companies with good recruitment practices and staff development programs become more productive, well-organized, and profitable in the long run.

### **Objectives of the Workshop**

By the end of the training, participants will have:

- acquired knowledge and better understanding of recruitment selection and staff development
- To understand the importance of conducting a job/work analysis of the vacant post
- To learn how the company can advertise itself and attract talented people
- To recognize increased job satisfaction and morale amongst themselves
- To avoid employee turnover and improve company image.

### **Target Participants:**

This course is essential for Heads of Departments, Heads of Sections, Human Resource Managers, Work Supervisors, Company Executives and other staff can attend.

## **6: Seminar on Cost Cutting Monitoring and Evaluation**

Cost cutting is a method by which companies control and optimize their spending. It involves reducing operating and other cost -related expenses of doing business. These costs are typically show up in operating costs or SG&A (Selling, General, and Administrative) costs, but they can also be found in other areas.

Monitoring and evaluation enable you to continuously assess the quality, quantity, and impact of your products and services in relation to your goals. Monitoring and evaluation are only useful if they are well planned. Planning well involves conducting a thorough analysis of your company's business environment and enlisting the guidance of key stakeholders.

### **Objectives of the seminar**

By the end of the seminar participants should be able to:

- Make budgets and work plans
- Make realistic cash flow forecast
- Determine the breakeven point for their operations and to devise means of lowering it.
- Improve cash flows and forecast cash flows fairly accurately.
- determine break even points for their activities
- Identify ways of cost cutting in the organisation.
- Identify problems, set goals, objectives and targets
- Draw a log framework appropriate to the projects
- Design data collecting instruments and collection the required data.
- Write an M and E report
- Devise means of continuously taking corrective actions.

### **Target participants**

This workshop is highly interactive and targets owners of enterprises, managers, financial, human resource staff, directors/controllers, production managers, treasury managers and officers, business development managers, accountants, purchasing managers, cashiers, auditors, sales and marketing managers, transport officers and project managers or officers

## **7: Manpower Handling and Supervisory Skills**

The course's objective is to educate team leaders, supervisors, managers, sales staff, and marketing staff how to lead and motivate a diverse and talented group of people toward a common goal. It assists in the development of self-confidence, the ability to encourage and nurture subordinates, decision-making abilities, and continued leadership growth. This training will also assist in the development of efficient supervisory skills, the management of diversity, the development of high performance teamwork, time management for increased productivity, the diplomatic management of poor performers, and the management of inconsistency. A company's growth may become uncertain if its managers, employees, and top executives are not properly trained.

### **Short term objectives:**

Participants will: -

- be equipped with tools for motivating staff.
- be able to communicate more effectively.
- be equipped with tools for performance measurement and improvement.
- improve their grievance handling skills.

### **Long term objectives**

- A management team better management and leadership skills
- Improved teamwork
- Motivated staff that performs better.
- Healthy and productive enterprise

**Target participants:** Managers, supervisors, section Heads, sales staff and marketing staff

## **8. Performance Management and Staff Appraisal**

Today's organizations expect increased performance; to achieve this, managers and leaders must collaborate with staff to set goals and work with them to achieve those goals. Performance management (PM) involves activities that ensure that goals are consistently met in an effective and efficient manner. Performance management can focus on the performance of an organization, a department, an employee, or even the processes, a product or service, among many other things.

The workshop's aim is to enable employees develop or improve their basic skills in the performance management function. This will necessarily involve the use of a practical, customized, and participatory methodology to highlight the challenges of performance management and strategies for improving performance.

### **Objectives:**

By the end of the session will be able to:

:-

- Set performance targets in view of the organisations vision, Mission and objectives.
- Conduct effective staff appraisals
- Carry out Skills Gap Analysis
- Measure, monitor and give feedback on performance

- Recommend to top management strategies needed to improve performance
- Identify challenges of performance
- Motivate staff to achieve perform better.

## **9 Workshop on Modern Practices for Personal Assistants and Executive Secretaries**

Traditionally, the secretary's role has been to maintain the flow of information, to arrange meetings, to make contacts, and to keep the feedback loop intact. Today, the secretary's function involves doing everything that the manager does, because the secretary knows how the organization works far better than anyone could ever imagine.

The secretary is now also a manager, which is the current trend. Secretaries frequently perform more organizational management tasks than entrepreneurs, managers, CEOs, and department heads. The secretaries serve as the link between all departments, customers, and suppliers. A good secretary can make organization a success, while a bad one raises the possibility of failure.

A secretary with the necessary skills will perform to the extent that managers will be able to make better use of their time.

### **Objectives of the workshop**

By the end of the seminar participants should be able to:

- Improve their organisational and planning skills
- Improve their communication/presentation skills to a new level of professionalism
- Manage their time and the time of their managers better.
- Use their new-found abilities to influence and negotiate better for the company.
- Enable their managers to be more efficient and effective
- Compose documents and reports using word processing, spread sheets and print using mail merger.

### **Target participants**

Office managers, Personal Assistants, Executive secretaries, Secretaries, Stenographers, Receptionists, Team leaders, Administrators and Assistants and any person looking to improve his/her business skills.

## **10. Course on Improving your Interviewing Skills.**

Effective interviewing is a skill that can be mastered through practice and training. It will cover all of the practical skills required to conduct effective and focused recruitment interviews that are productive. Participants in this course will gain through complete understanding of entire process of planning, recruiting, interviewing and hiring the best candidate person for the right job.

The purpose of the job interview is to gather sufficient and relevant data in order to accurately assess and evaluate applicants who will make the right decision about the person/job match and positively influence the applicant to make the right choice about their future.

There are four key questions that you should be prepared to answer after the interview is over. They are as follows:

- Does the applicant have the ability to do the job?
- Does the applicant want to do the job (is it his/her preference)?
- Does the applicant fit into the organizational culture?
- Is this the best person for the job? Will they feel comfortable and their new job

## **SECTION 3: SALES AND MARKETING COURSES.**

## **11: Course on Marketing and Improving Your Personal Selling Skills.**

A company can have excellent products and services, but without effective marketing and selling, it will fail. Again, excellent salespeople and marketers do not arise by chance. They achieve this through training, dedication, innovation, and practice.

Personal selling skills enable the marketer or seller to communicate directly with the prospect or customer and listen to his or her concerns, answer specific questions, provide additional information, inform, persuade, and possibly even recommend other products or services. It is the personal selling process that gives marketers the most leeway in tailoring a message to meet the information needs of their customers.

## **12: Workshop on Tackling Debt Management and Collection as a Team**

When a company offers and manages credit properly, it gains a number of advantages. Credit benefits include: broadening the market, customer retention, getting rid of stock that may expire or become damaged, and selling at higher prices. Companies, on the other hand, must exercise caution when extending credit because companies have lost large sums of money due to bad debts or delayed collections.

The purpose of this seminar is to provide companies or participants with practical collection skills that will enable their staff to work as a team to achieve their expected targeted credit sales while also maintaining a steady cash flow. The seminar is very practical, and it is especially important for Uganda's business community, which operates in a very poor debt culture.

### **Course Objectives**

By the end of the seminar participants will be able to:

- Collect debts successfully within the credit grace period.
- Handle difficult debtors without losing them.
- Identify the causes of delinquency and their solutions.
- Acquire effective telephone collection techniques.
- Acquire techniques of collecting institutional debtors (like ministries, companies, government).
- Handle individual difficult debtors.

### **Target Participants:**

Sales/Marketing Staff, Credit/Loan Officers, Professional/Technical Staff, Office Assistants, Accounts Staff such as Debt Collectors, Revenue Officers, and Accountants, Customer Care & Front Desk Officers/Receptionists

## **13. Sales and Marketing Skills Enhancement.**

A company can have excellent products and services, but without effective marketing, it will fail. We offer the above-mentioned course, which can be tailored to your company's specific needs. Again, exceptional salespeople do not emerge by chance. They achieve this through training, dedication, and practice. We are putting together this course to help your employees become better marketers and salespeople.

### **Objectives**

Participants will be able to:

- identify good customer service
- plan and implement customer service improvement projects.

- develop a customer focused culture and learn modern customer acquisition and retention strategies.
- identify major barriers to the success of staff in the area of customer care.
- develop proactive strategies of overcoming the barriers in their respective fields.
- to assess market opportunities and to develop appropriate strategies to respond.
- make marketing plans
- improve their presentation skills
- conduct market surveys
- Identify sales promotion methods most suitable for their product.

#### **14 Course on Route to Marketing.**

Businesses with excellent products and services will fail if they do not have effective marketing. We offer the above course customized to your company's needs. Excellent salespeople do not become so by chance, but rather through training, dedication, and practice. We are organizing this course to assist your employees become better marketers and salespeople. If implemented, your company will see significant growth in sales within a year.

##### **Objectives**

Participants will be able to:

1. Apply digital, traditional and experiential marketing techniques.
2. Acquire effective communication skills and prepare and make effective presentations.
3. Assessing market opportunities, market tactics, new trend and marketing strategies.

##### **Participants**

Managers business people, Brand Managers, Event managers, Sales and Marketing Managers and officers, corporate and public relations managers, marketing executives and sales and marketing staff 888

### **SECTION 4: PRODUCTIVITY IMPROVEMENT COURSES.**

#### **15 Peer Educators. Training**

##### **Objectives of the Course**

The main objective is to provide a team of peer educators with the knowledge and skills necessary to communicate accurately and strategically about HIV/AIDS, Covid-19, malaria, tuberculosis, and reproductive health to their co-workers.

##### **Target Participants**

The trainings are targeting company employees from all departments and genders. You can also invite your agents, community leaders, suppliers, and other service providers. Participants should be willing to volunteer for peer education work within your company.

#### **16: Stress and Anger Management at the Work Places**

Stress is a feeling of emotional or physical tension that can occur as a result of any event that causes employees to feel frustrated, angry, or nervous. Work-related stress can be caused by poor work organization, poor work design, poor management, unsatisfactory working conditions, and a lack of support from colleagues.

Stress contributes to decreased organizational performance, decreased employee overall performance, high error rate and poor quality of work, high staff turnover and absenteeism due to health problems such as anxiety, emotional disorder, work-life imbalance, depression, and other forms of ailments such as frequent headache, obesity, and other cardiac arrests.

### **Objectives of the training**

By the end of the course, participants should be able to:

- Explain causes, mechanism and symptoms of stress
- Use various tools to assess stress.
- to explain the types of stress and anger
- Use practical techniques and strategies to reduce stress, anger and remain effective and efficient.
- Manage stressful scenarios and help others in need.

### **Target participants**

The course is suitable for all company staff but special focus shall be on persons whose role involves stressfully situations or those who are responsible for colleagues who work under stress and exposed to anger or angry clients such as managers, supervisors and, section heads

## **17: Course on Occupational Health and Safety**

Mismanagement of workplace safety and health risks results in serious operational destructions, loss of consumer and staff confidence, loss of lives, property, and finances, unplanned management of emergency situations such as Covid-19, and so on. A two-day course in Occupational Health and Safety is being organized by UMA in collaboration with the Ministry of Labor, Gender, and Social Development of the Workshop

By the end of the training, participants will be able to;

- Identify and map Contemporary industrial hazard and risks dynamics.
- Plan and prepare for human behavioral centered emergencies.
- Implement practical Safety and health management systems integrated with quality and Environment management.
- Dealing with workplace mental health, stress and team resilience.
- Occupational safety and health Regulatory framework compliance.

### **Target Participants:**

Whereas this course is essential for top managers, Production managers/Officers, Safety Managers, Quality Managers, Security officers and Human Resource Managers, Health Officers personnel it is suitable for all team or section leaders.

## **18. Seminar on World Standards of Managing Plastics**

Plastic in general are replacing natural materials like metal, timber and fibers, thereby conserving the natural environment. However, there is mismanagement of plastics by some manufacturers and members of the public. Plastics become a problem mainly as a result of the way we handle them.

The course shall give highlights on several types and categories of plastics, demonstrate how pervasive the issues of plastics have become in our environment and shall show how the problems caused by mismanagement of plastics can be alleviated. The course gives a positive approach to the problem and shall demonstrate that plastic waste can become an income generating source for the public and will show how all levels of society can benefit from plastic waste The course will also provide very useful technical

information in the area of plastics, and rightly argues that the 21st century could reasonably be labelled the Plastics Age! Plastic waste is indeed not merely waste but wealth!!

UMA has designed a course that will assist manufacturers and users of plastics to improve their knowledge and skills of managing plastics.

## **19 Course on First Aid At Work**

First Aid is frequently the first stage of medical attention that a person would receive prior to the arrival of emergency services or a doctor. According to studies, people who have received First Aid training are more responsible and safety conscious, which reduces the number, frequency, and cost of accidents and injuries. First Aid is a valuable skill that every employee **must** have.

### **Aim**

First Aid at work aims at providing care for those in need of the service at work. First Aid enhances non-medical people with basic skills and ability to help and treat various common ailments and injuries to ensure that casualties get quick, correct treatment that will keep them alive and healthy. The aims of First Aid are: To preserve life; to prevent further harm, to prevent the condition worsening and to promote recovery.

### **Objectives of the course**

The training provides participants with specific knowledge, skills and confidence that will practically enable them to:

- Appreciate the First Aid concept
- Recognize when first aid is needed
- Give first aid at an emergency scene
- Recognize when more qualified help/medical help is required
- Equip learners with knowledge and confidence to deal with any emergency.
- Learn new key lifesaving skills from different cases of injuries and sudden illnesses
- Gain awareness of basic treatment

### **Target participants**

Production Managers, Project, field and transport Officers, technical staffs, head of departments, casuals labour Union representatives.

## **SECTION 5: FINANCE MANAGEMENT COURSES**

### **20. Course on Fraud Detection, Control and Prevention**

Fraud is a potential risk in all businesses hence the importance of Fraud Control, Prevention and Detection. We are organizing for you a 2- day course in the subject that shall educate participants on the nature of fraud and why it is important to address this threat. Participants shall acquire skills of fraud detection, control and prevention etc.

### **Objectives of the course**

By the end of the course participants will:

- appreciate their roles and responsibilities in fighting fraud in the organization.
- assist the company to develop a culture where business ethics is prioritized, helps in the fight against fraud.
- acquire skills of assessing the risk of fraud in the organization.

- acquire skills of controlling business fraud.
- be able to draw fraud control, prevention and detection strategies in different departments such as stores, accounts, procurement, payroll and production

### **Target participants**

Managers and supervisors from all departments: (Production, Procurement, Stores, Production, Dispatch Human Resource, Audit and Accounts)

## **21. Finance for Non Finance Managers**

### **Finance for Non-Finance Managers**

You can be a great manager responsible for a department(s) but if you do not know how to analyze financial reports and use the data to guide decisions, you may make wrong decisions. Financial knowledge is necessary whether your background is in Marketing, Procurement, Human Resource Management, Business Administration, Engineering Law, Information Technology etc., You will be able to use the knowledge and skills to recognizing the link between the financial objectives and your organizational strategy, hence contributing more effectively and efficiently to the profitability of your organisation.

**Objectives of the Course:** Participants will be able to: -

- Understand and apply basic business finance and accounting language
- Use financial information to measure performance and make decisions.
- Interpret, financial statement and annual reports.
- Prepare electronic invoice and receipts
- Apply the Generally Accepted Accounting Principles (GAAP)
- Support departments in developing budgets.
- Make informed budgeting decisions for their respective strategic business units.

**Target Participants:** Directors, Heads of Departments, Supervisors, Finance Staff, Procurement Staff, Team Leaders, IT Staff, Tax Advisors, Marketers, Human Resource Managers, Company Engineers, Production managers etc.

## **SECTION 6: PROCUREMENT AND STOCK MANAGEMENT**

### **22 Seminar on Best Practices in Procurement and Stock Control**

Procurement and stock control are critical factors for competitiveness in today's tight business environment, where inefficiency and ineffectiveness result in high costs to the company. Despite its importance, companies continue to report massive losses due to inefficiencies in the procurement process, corruption, poor quality goods acquired, goods procured at inflated prices, late deliveries, and poor stock management, to name a few.

The purpose of this workshop is to improve participants' skills by educating them on the most cost-effective methods of acquiring supplies, services, and work for their organizations. Besides which, the course will impart practical stock control and management skills. Procurement's ethical and legal aspects will also be tackled.

### **Objectives of the Course**

By the end of the workshop participants will be able to:

- analyse the supply market behaviour
- identify and select appropriate suppliers.
- draw appropriate purchasing contracts with major clauses which protect the company
- manage stock efficiently and effectively

- appreciate the use of relevant software in stock management.
- appreciate the importance of ethical behaviour in procurement and stock control.

### **Target participants**

The course is suitable for stock controllers, store managers, quality managers, transportation managers, procurement/ purchasing officers or managers, accounts staff, and any other staff involved in procurement and storage activities.

## **SECTION 7: OTHER COURSES**

We also offer the following courses on request.

- Labour laws
- Human Recourses Analytics
- Industrial Security
- The Concept of EFRIS
- Financial reporting (working capital management, Treasury Management and Expenditure Control during inflation)
- Corporate Governance and ethical business practice.
- Corporate planning, Budgetary Control and the application of the Principle of Bare Bone Budget.
- Ethical Procurement Practice and Effective Asset and Inventory Management.
- Defensive Driving
- Increasing your import and export Knowledge

## SECTION 8: BOOKING FORM FOR INHOUSE COURSES

1. Name of Company/Firm.....
2. Person responsible for training in your company.....
3. Tel.....Email.....
4. Course Requested  
.....
5. Location of the Training .....
6. Number of Participants.....
7. Preferred training duration in days .....
8. Training dates .....

### Note

#### a. Cost for the Course:

The for In-house courses, the cost will depend on the number of participants, the number of days, the type of course, the training materials required and the distance of the training venue from UMA head office. Once those details are discussed a detailed proposal indicating costs will be shared with you.

#### b. Payment and Booking

Booking is by filling the above form and forwarding it to UMA with payments before the training day. Payment can be by cheque in the names of Uganda Manufacturers Association or directly to Account No. **9030005759365. Stanbic Bank.** Cash is accepted in UMA Accounts office.