



## Management Advisory & Implementation Services

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### REPORT FOR THE BUSINESS SKILLS TRAINING FOR ST FRANCIS LITTLE BIRDS NURSERY AND PRIMARY SCHOOL MANNYA SCHOOL MANAGEMENT COMMITTEE MEMBERS.

30<sup>th</sup> June 2022

#### Introduction

This report highlights the outcome of the Business Skills Training which was held at Bunga TUL Offices from 15<sup>th</sup> to 17<sup>th</sup> of June 2022. The participants of this training consisted of four members of the School team (HM, carpentry instructor, tailoring instructor, and secretary) and one representative of the SMC (the Chairman).

The objective of the training was:

- To enable SFRIM Staff acquire knowledge and skills in Business
- To ensure participants understand how income generating activities are managed.
- To enable members to evaluate their business ideas and do the required research towards developing a business plan.

#### Concept of the Activity

St Francis Little Birds is a community initiative and founded to serve in particular orphans and vulnerable children. SFRIM 's dream is that the community and school can be financially self-supporting and be able to take care of the educational needs of the OVCs. It's against this background that St Francis Rakai Initiative Marburg eV requested the SMC and HM of SFRIM to come up with business proposals that can be done by the school and earn income for them to supplement the existing income from school fees (too less) and donor funds.

However, on their first attempt to draft business plans for the selected ventures, TUL experienced that they could not come up with proper business plans, neither were they in the position to manage such ventures properly due to lack of adequate knowledge and experience on making business plans and managing businesses as well.

TUL therefore advised the partner to help building capacity for members of SFLBNP school by taking them through a vigorous training in Business Skills. Topics like how to make a good business plan, generating business ideas, choosing a marketing strategy, keeping business records among others will be covered. This would be a three-days training.

#### Outputs of the Training

- To assist participants, develop a business plan and an implementation plan of their business ideas.
- To raise business awareness with participants and caretakers
- To empower members of SFLNP SMC on the right tool that would guide them run their business

#### Methodology

The training was facilitated by TUL consultants through lecture sessions, open discussions, group discussions and questions & answers to enhance the participants' learning and understanding.

A total of five (5) participants attended the training; two (2) female and three (3) males all from the community of SFLBNP-Mannya.

Topics handled during the training included the following.

- Module 1: Business identification & strategy
- Module 2: Business management, including marketing.
- Module 3: Financial management.
- Module 4: Costing, pricing, and budgeting.
- Module 5: Business Plan.

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### Achievements.

The training was opened by the chairman Tusaidiane Mr Kees in which he emphasised the importance of the business skills training for the participants of SFLBNP community.

The session continued with the participants introducing themselves and outlining their business experience while the facilitator elaborated on the objectives of the training.

Also emphasised at the beginning of the training was the genesis on how it started, the focus and objectives of the training and why the training was conducted.

All of the participants of the training were already into business hence they had some basic knowledge of running a business and were very keen to learn more about business and writing a business plan which made it easier for the facilitator to conduct the training.

This session also elaborated to the participants that the one who is responsible for the business and the business owner are not necessarily the same.

Also, keep different businesses separate and keep private issues out of business issues.

If the owner has more businesses he should not mix them up. Every business has its own parameters. However, it was stressed that they as business owners have two very important and valuable roles in life and that is being a business owner and a member of a family. Each dealing for the two roles should be kept separate at all times and never in any phase of the business, they should be merged into one hat.

Furthermore, it was emphasised to the participants that the aim of the business is to make profit and grow. Therefore, it was stressed upon the point that the growth and success of their business will depend on how well they manage the resources of their business and also their ability to evaluate the opportunity and use it to their advantage. They were reminded that they need to take full responsibility of their business; so, the full control and all decision-making authority of their business lies only with them.

The participants were grouped into two groups whereby each group had a member who was well conversant with English and could read and interpret for other English-illiterate members. In view of the discussion of choosing a legal form of business, we highlighted the importance of the different legal forms of business and its advantages and disadvantages. The different forms of business, Sole Proprietorship, Partnerships, Limited Companies, Cooperatives, Business Groups.

The discussion on the SWOT analysis was new to some participants as this is the first time for them to be conducting such analysis of themselves and their business. After this, we discussed the development of a marketing plan for their business, which for the participants was new. They were saying that there was no need for them to do this since they are only in the village, and they are related to their customers. However, it was emphasised that also in their village there are other suppliers (their competitors). They are not only competing with other business that sells the same product or offer the same service, but they also are competing with other businesses for the customers money.

Furthermore, also highlighted was the importance of knowing their customers and competitors and to learn good practices from their competitors and applying the knowledge to their approaches to business and making their business idea succeed.

The presentation on the second day of training focused on Costing of Products and services and financial planning. The session begun with a devotion and recap from selected participants from the topics covered on the previous day.

The sessions on the second day:

- participants worked on estimating and calculating their business production and incurred cost while producing their product,
- calculating their cost per unit,
- setting their selling price,
- analysing and identifying which cost to reduce when they are not earning enough profit, and
- making better decisions for their business and set their plan for the future.

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For the financial planning two things are very important. We highlighted for them:

- make a profit, and
- do not run out of cash.

The following financial plans were stressed to the participants to develop and ensure that they are updated so that they keep track of their finances in the business:

- Make an income and expenditure plan,
- Make a cash flow plan,
- Compare actual records with both plans every month,
- Act if anything is going wrong.

The last day of training was focussed on **writing a business plan**. Working out and balancing the business plan. At the end of the training participants were able to complete and balance the business plan and also the implementation plan of their business plan.

### Challenges

- The only challenge of the training was trying to get the mindset of the participants to be focussed on learning in a classroom setting as most of them have been out of the school system for so many years. This was addressed within the first day of the training.

### Lessons learnt

- The participants were eager to learn about the concepts of Business, the different topics and skills and were actively involved in all session activities during the training.

### Conclusion

The training was successfully completed with all participants.

They were acquiring business skills among which learning how to write a business plan and setting their action plans on the implementation of their business plans.

As Trainer, I am positive about all participants that they are willing and capable to bring it into practice.

The SFLBNP community participants will be trainers of other community members that did not take part in the training.

The participants went back home with a task of formulating business plans for tailoring and carpentry, whereby the secretary and the SMC Chairman will join one of the teachers and the HM will supervise the work of both teams. During working on it they can communicate with TUL by email or mobile for any upcoming issue/challenge.

The draft Carpentry and Tailoring business plans will be submitted to TUL for review. TUL is willing to travel to Mannya for review and in-depth discussions, assuming SFRIM is willing to also pay for this second training. Thereafter, participants will make changes for the final version.

A Request for Funding together with the final business plans will be sent to the donors for funding on approval of the projects.

As Trainer I am available for a skype session with the donors to elucidate further on thus report if required.

For Tusaidiane Uganda,



Ivan Tomusange, Trainer/Consultant



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### ANNEXES: PHOTOS



*1.Mr Kees giving his opening remarks before the training started.*



*2.Mr Mutaawe HM for SFLNP doing a presentation during the training.*



*3.Grace secretary for SFLNP Leading a discussion*





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4. The participants in one of the group discussions during the training.



5. The chairman SMC Mr. Kakooza Lawrence relaying his findings during the training.



6. From left Ivan TUL consultant, Sylvia tailoring instructor, Godfrey HM, Barnabus carpentry instructor, Beatrice Secretary, Kees Chairman TUL, and Lawrence Chairman SMC in a group photo after the training in Bunga.



**Annex 2: Attached is an evaluation assessment form filled by the trainees**