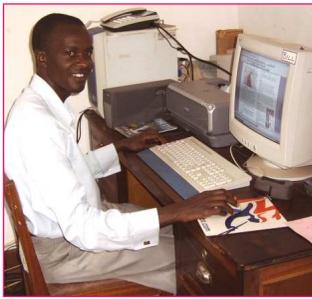


**S.O.A.  
LEADERSHIP Focus**

## Pioneering the SCHOOL OF ADMINISTRATION Uganda June 2009



Youth With A Mission has already been running a **School of Administration** in Europe and India to train its staff and to benefit the church. We now want this training to be available for Africa.

For us as YWAM Uganda, our organisation has grown but the administration has been left behind. This is partly due to us to being a voluntary organisation, the volunteers we attract often have more interest in serving people than working in an office.

In addition, when we do receive volunteers for the office, their skill level tends to be low. We therefore intend to run the **School of Administration** for our staff and for YWAMers from other nations. This course will consist of three months in class and three months practical application.

In order for the classroom training to be successful, we need to have extra computers and equipment for them to use. We are aiming at one computer to be shared between two students. We hope that by running this school, we will produce administrators who will be effective in fund-raising and the handling of resources, so that our work as an organisation can expand and more people can be helped.



*Learn more about  
planning, goal-  
setting &*

*Learn practical  
skills to be an  
effective office*

### **OBJECTIVES:**

To pioneer the **School of Administration** within YWAM Uganda so that -

- *We see the Ministry and Gift of Administration, lifted up in the Body of Christ, and fully valued.*
- *We teach Administrative and Managerial skills, thus raising up “Josephs” in our Mission*
- *We excel in Character ‘as unto the Lord’ in our service*

### **TARGET GROUP:**

- *People called into administration and especially those who have a heart to train others in this area.*
- *Leaders who want to develop their administration gift.*
- *Leaders who are not gifted but have to do some administration or supervise administration staff and who want more skills.*

**PLEASE see overleaf for more information.**

These are the costs in Uganda Shillings - converted into Pounds Sterling at the rate of  
1£ @ 3000/=

### ADMINISTRATION SCHOOL

Commencing June 2009

Item	QTY	Unit Price (£)	Total (£)
Computers - Acer Aspire	10	466	4660
Scanner	1	85	85
Voltage Stabilizers	4	100	400
UPS 700VA	5	80	400
Video projector	1	533	533
Video Camera	1	766	766
Internet Connections		200	200
Generator	1	700	700
<b>TOTAL</b>			<b>7744</b>

**Voltage Stabilizers** - This allows us to protect our computers from high voltage, in the past we lost many of our computers due to high voltage.

**Uninterrupted Power supply** - This allows you to shutdown the computer safely when there is unexpected electricity cut.

**Video Camera** - We want to record all what will be taught in the SOA so that, we can create a library for the students to use for their revision, and also, in case occasionally a teacher fails to come on the next school we can use that information in SOA library.

**Generator** - We want to have a generator available so that lessons can go on as planned even during power cuts.

If you would like to make a donation - please contact us as below

#### CONTACT DETAILS

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Or

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*If you have admin skills and would like to come and help us develop our staff, please write to us and ask for more information about coming as a volunteer.*