**INTERNAL MEMO**

**TO: Geoffrey Waiswa Sajjabi, CHIEF COMMERCIAL OFFICER**

**FROM: SAMUEL SERWADDA, BUSINESS INTELLIGENCE MANAGER**

**COPY: David Mwesigwa, SENIOR MANAGER MANDATORY BUSINESS**

**DATE: 5TH July, 2023**

**SUBJECT: Branch Sensitizations**

The Business Intelligence (BI) team will be conducting branch visits aimed at harmonizing performance measures and target setting across all branches. The purpose of these sensitizations is to empower and equip our branches with the necessary knowledge and resources to drive outstanding performance. The objectives of these sensitizations are as follows:

1. Sensitizing branches on Key Performance Indicators (KPIs), measures, and target setting: It is crucial for every branch to have a comprehensive understanding of their KPIs and how they contribute to the overall success of our organization. By providing clear guidance and insights, we aim to align our branches' performance expectations with our organizational goals.
2. Gathering feedback on performance monitoring: We value the input and perspectives of our team members on the performance monitoring processes currently in place. Through these sensitizations, we encourage open and constructive discussions to identify areas of improvement and make necessary adjustments to enhance our performance monitoring system.
3. Providing individual support for personal performance: We understand that each team member has unique strengths and areas for development. During these sensitizations, we will offer personalized guidance and support to help individuals maximize their potential and achieve their personal performance goals. Our aim is to foster a culture of continuous growth and development.

The detailed program is as per attached for your approval.

The costs involved will be as follows.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Staff** | **Qty** | **Rate** | **Total** |
| Jinja,Tororo,Mbale,Moroto,Soroti,Lira,Gulu,Arua,Masindi (7th – 18th Agust 2023)  Ashraf, Evace, Charity,Alex | Alex Amoni | 11 | 100,000 | 1,100,000 |
| Masaka,Mbarara,Kabale,Ishaka,Fortportal (28th Aug – 2nd Sep 2023)  Ashraf, Evace, Charity,Alex | Alex Amoni | 5 | 100,000 | 500,000 |
| Fuel Required |  | 760 Litres | 5,000 | 3,800,000 |
| **Grand Total** |  |  |  | **5,400,000** |

**Required**

Please approve a total expenditure of UGX. **5,400,000** to facilitate branch sensitizations.

**Sensitization Schedule**

|  |  |  |  |
| --- | --- | --- | --- |
| **EAST AND NORTH** | **Date** | **Activity** | **Night** |
| Monday, 7 August 2023 | Traveling to Jinja and work from Jinja | Jinja |
| Tuesday, 8 August 2023 | Travel to Tororo and sleep in mbale | Mbale |
| Wednesday, 9 August 2023 | Travel to mbale and work from mbale | Mbale |
| Thursday, 10 August 2023 | Travel to moroto and work from moroto | Soroti |
| Friday, 11 August 2023 | Travel to soroti and work from soroti | Soroti |
| Saturday, 12 August 2023 | Rest | Soroti |
| Sunday, 13 August 2023 | Travel to lira | Lira |
| Monday, 14 August 2023 | Work from lira and travel to gulu | Gulu |
| Tuesday, 15 August 2023 | Work from gulu | Gulu |
| Wednesday, 16 August 2023 | Travel to arua and work from arua | Arua |
| Thursday, 17 August 2023 | Travel to masindi and work from masindi | Masindi |
| Friday, 18 August 2023 | Travel to hoima and work from hoima and travel to kampala |  |
|  | | | |
| **CENTRAL** | Tuesday, 22 August 2023 | Work from Entebbe |  |
| Wednesday, 23 August 2023 | Work from Bakuli |
| Thursday, 24 August 2023 | Work from Mukono |
|  | | | |
| **WESTERN** | Monday, 28 August 2023 | Travel to Masaka and work from there | Mbarara |
| Tuesday, 29 August 2023 | Work from Mbarara | Mbarara |
| Wednesday, 30 August 2023 | Travel to kabale work from there | Mbarara |
| Thursday, 31 August 2023 | Travel to ishaka,work there and proceed to fortportal | Fortportal |
| Friday, 1 September 2023 | Work from fortportal | Fortportal |
| Saturday, 2 September 2023 | Travel to kampala |  |
|  | | | |
| **CENTRAL** | Tuesday, 5 September 2023 | Work from acacia |  |
| Wednesday, 6 September 2023 | Work from bugolobi |
| Thursday, 7 September 2023 | Work from city |