



2022/23 Training Calendar (face to face)

COURSE	DATES	COST
ACCREDITED PROGRAMMES		
Post Graduate Certificate in Public Sector Management (NQF Level 8)	20-24 Jun (Module 1) 19-23 Sep (Module 2) 12-16 Dec (Module 3) 27-31 Mar 23 (Module 4)	N\$ 32 000.00
Certificate in Public Sector Management (NQF Level 7)	13-17 Jun (Module 1) 12-16 Sep (Module 2) 05-09 Dec (Module 3) 13-17 Mar 23 (Module 4)	N\$ 32 000.00
Certificate in Public Sector Management (NQF Level 6)	06-10 Jun (Module 1) 05-09 Sep (Module 2) 21-25 Nov (Module 3) 06-10 Mar 23 (Module 4)	N\$ 32 000.00
MANAGEMENT DEVELOPMENT PROGRAMMES		
Supervisory Development Programme ▲	05 - 09 Sep / 24 - 28 Oct	N\$ 5 100.00
Foundation Programme ▲	20 - 24 Jun/ 12 -16 Sep	N\$ 5 100.00
OFFICE ADMINISTRATION TRAININGS		
Business Writing Skills	13 - 17 Jun/ 15 - 19 Aug / 10 - 14 Oct	N\$ 5 100.00
Mastering Secretarial Skills ▲	04 - 08 Apr / 11 - 15 Jul/ 07 - 11 Nov	N\$ 5 100.00
Time Management and Productivity	16 - 20 May/ 05 - 09 Sep/ 06 - 10 Feb 23	N\$ 5 100.00
LEADERSHIP AND MANAGEMENT TRAININGS		
Leadership/Change Management	12 - 16 Sep	N\$ 5 100.00
Strategic Management ▲	11 - 15 Jul/ 14 - 18 Nov	N\$ 5 100.00
Emotional Intelligence	20 - 24 Jun, 19 - 23 Sep	N\$ 5 100.00
Corporate Governance Programme	on request	N\$ 5 100.00
Board Induction Programme	on request	N\$ 7 200.00
Councillor Development (Lite) Programme	on request	N\$ 5 100.00
Standing Rules and Orders for Regional Councils	on request	N\$ 5 100.00

(* Refreshments and meals are not included in the course fees. They are additional.)



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HUMAN RESOURCES TRAININGS		
Performance Management	11 - 15 Jul/ 24 - 28 Oct/ 13 - 17 Feb 23	N\$ 5 100.00
Disciplinary Procedure/Conducting Disciplinary Hearing ▲	20 - 24 Jun/ 21 - 25 Nov/ 27 Feb - 03 Mar 23	N\$ 5 100.00
Talent Management	16 - 18 May/ 02 - 04 Nov/ 21 - 23 Feb 23	N\$ 5 100.00
Industrial and Labour Relations Management ▲	16 - 20 May/ 08 - 12 Aug/ 17 - 21 Oct	N\$ 5 100.00
Learning and Development ▲	on request	N\$ 5 100.00
HEALTH AND SAFETY MANAGEMENT TRAININGS		
Occupational Health and Safety Management	20 - 24 Jun/ 10 -14 Oct	N\$ 5 100.00
Cleaning and House Keeping	25 - 29 Apr/ 15 - 19 Aug/ 13 - 17 Feb 23	N\$ 5 100.00
Wellness Committee training	on request	N\$ 5 100.00
FINANCE AND ACCOUNTING TRAININGS		
Finance for Non - Financial Managers	18 - 20 May/ 03 -05 Aug/ 28 - 30 Mar 23	N\$ 3 200.00
Enterprise Risk Management	on request	N\$ 3 200.00
PROJECT MANAGEMENT TRAININGS		
Monitoring and Evaluation	21 - 25 Jun/ 08 - 12 Nov	N\$ 5 100.00
Project Management ▲	21 - 25 Jun/ 22 - 26 Nov	N\$ 5 100.00
Business Process Reengineering	19 - 23 Apr/ 05 - 09 Jul/ 04 - 08 Oct	N\$ 5 100.00
CLIENT RELATIONS TRAININGS		
Communications Skills	06 - 10 Jun/ 08 - 12 Aug/ 17 - 21 Oct	N\$ 5 100.00
Customer Care ▲	16 - 20 May/ 12 - 16 Sep/ 21 - 25 Nov	N\$ 3 200.00
Presentation Skills	13 - 17 Jun/ 24 - 28 Oct	N\$ 5 100.00
DIPLOMACY TRAININGS		
Protocol & Etiquette	13-17 Jun/ 08 - 12 Aug/ 03 - 07 Oct	N\$ 5 100.00

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INFORMATION TECHNOLOGY TRAININGS		
Microsoft Excel (Basic)	on request	
Microsoft Excel (Intermediate)	on request	N\$ 6 000.00
Microsoft Excel (Advanced)	on request	
*The duration for basic, intermediate and advanced Excel training is 5 days. Participants can request for any specific level based on their needs.		
Microsoft PowerPoint (Basic)	on request (2 days)	N\$ 3 000.00
Microsoft PowerPoint (Advanced)	on request (2 days)	N\$ 3 000.00

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▲ (* The indicated training course comes with a Certificate of Competence wherein the trainees are provided with a transcript assessing the competencies they have acquired during the training.)

For enquiries please contact:

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