



NIPAM BULLETIN

Issue No. 6

FOR OUR FULL TRAINING CALENDAR VISIT: www.nipam.na

June 2018

Value of NIPAM's training and development



PM's Quote: *Training is the gem of employee capacitation and presents a vital opportunity for institutions to upkeep and retain their internal talent sustainably. The competitiveness of an institution is largely measured by the competence and performance of its human capital.*

So what is the importance of NIPAM'S training?

Enhanced human capital performance and competitiveness—NIPAM provides competency based training programmes characterized by theoretical and practical elements. There is a vibrant co-relation between training and performance hence those employees who obtain necessary training are much able to perform in their jobs as training gives a greater understanding of their responsibilities within their role.

Enhanced employee satisfaction and confidence: Training builds a positive relationship between the institution and the employees. Investment in training is a direct expression by the institution that their employees are dearly valued. The training creates a supportive workplace environment. Most often employees are demoralized and demotivated by incompetence that comes due to lack of possessing relevant skills to meet the prevailing work place challenges. Therefore investing in training is also a way of investing in increased confidence, happiness, success, achievement and good morale in the mind of employees.

Training will address inadequacy – Employees trained with relevant skills are best to address institutional needs while employees that are deficient in training will tend to address their own needs as a priority. Untrained employees will handle

the institution's products and services their own way. This is where the root of work place indiscipline and corruption takes place. Therefore training in itself is a measure of mitigating those weaknesses and challenges faced by employees as individuals.

An equitable move towards empowerment and succession planning; A training and development program brings all employees to a higher level so they all have similar skills and knowledge. This helps reduce weak links within the institution who rely heavily on others to complete basic work tasks. Providing the necessary training creates an overall knowledgeable staff with employees who can take over for one another as needed, working as teams or working independently without constant help and supervision from others.

Consistency with strategic direction – A robust training and development program ensures that employees have a consistent experience and background knowledge and also a clear understanding of where they come from, where are they and where are they heading to as institutional core stakeholders. The consistency is particularly relevant for the institutional basic policies and procedures.

Increased innovations – Ongoing training and upskilling of the workforce can encourage creativity. New ideas can be formed as a direct result of training and development.

Reduced employee turnover – If employees are provided with training opportunities they see their future embedded to and aligned to the institution. Therefore they are more likely to feel valued and less likely to change employers.

“ Many public sector institutions that have not emphasised on training and development of their employees are gradually and will, in the near future see unending inefficiencies, incompetence and unethical practices within, as well as a massive outflow of their key talent to those institutions that have much regard of internal talent development through training.
- Prime Minister of The Republic of Namibia, Saara Kuugongelwa Amadhila ”

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) 2018/19 TRAINING CALENDAR

Courses / Programmes	Costing	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
		APR	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
ITIL Foundation	N\$6 432.81		07 - 11		16 - 20								
Cobit 5 Foundation	N\$5 785,94				02 - 06		10- 14						
Cobit 5 Implementation	N\$5 785,94								05 - 09				
Business Process Reengineering	N\$6 300.00	23 - 27		04 - 08		13 - 17		08 - 12					
Computer Literacy for Executives	N\$22 500.00	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing				Ongoing
Computer Literacy (Windows 10)	N\$6 325.15				09 - 13			15 - 19					
Microsoft Word Basic	N\$1 265.03				23		17						4
Microsoft Word Intermediate	N\$2 530.06					27 - 28	24 - 25	22 - 23	12 - 13				11 - 12
Microsoft Word Advanced	N\$2 530.06							29-30					
Microsoft Excel Basic	N\$1 265.03				24		18						5
Microsoft Excel Intermediate	N\$2 530.06					29 - 30	26 - 27	24 - 25	14 - 15				13 - 14
Microsoft Excel Advanced	N\$2 530.06							30	1				
Microsoft PowerPoint Basic	N\$1 265.03				25		19						6
Microsoft PowerPoint Advanced	N\$2 530.06							26 - 27					
Microsoft Outlook Basic	N\$1 265.03				26		20						7
Microsoft Outlook Advanced	N\$2 530.06							28 - 29					

TRANSFORMING THROUGH CAPACITY BUILDING

For more information contact: Mr Sankwasa Mubita
Tel: 061 296 4795 | Mobile: 081 140 2636 | Email address: smubita@nipam.na | Web: www.nipam.na