



# NIPAM BULLETIN

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FOR OUR FULL TRAINING CALENDAR VISIT: [www.nipam.na](http://www.nipam.na)

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## NIPAM can deliver trainings and consultancies tailor made to clients needs



I would like to express my gratitude for the continuous cooperation between the Office of the Judiciary and the Namibia Institute of Public Administration and Management (NIPAM) for the successful provision of various training programs offered to our employees. NIPAM has provided their training in modern techniques of governance to speed up efficiency and implementation of various public service improvement initiatives. This deliverable has invested skill and knowledge to our employees preparing them to meet the demands of public service capacity development. We truly appreciate your dedication. I invite and encourage other public sector institutions to take up these programmes with the aim of improving service delivery and performance.



**Ms. Rolanda Lucretia Van Wyk**  
Permanent Secretary - Office of the Judiciary

### WE PROVIDE CONSULTANCY SERVICES IN THE FOLLOWING AREAS:

1. Strategic Planning
2. Business Planning
3. Business Process Re-Engineering
4. Performance Management
5. Team Building
6. Mentoring and Coaching
7. Turnaround Strategy
8. Policy Development
9. Organisational Development Interventions

It is good news for the public sector institutions as the Namibia Institute of Public Administration and Management (NIPAM) will now deliver customised trainings and consultancies based on the client's specific request apart from the standardised on calendar annual trainings. This comes as an added value service promise for the public sector institutions. NIPAM expresses an open call to all public sector institutions to request for their own tailor made training and consultancy needs at a time of their convenience.

#### Our standard training programmes include;

1. Flagship development programmes categorically designed to meet the skills needs for the appointment, promotion or transfer of persons in or to the public service. The five flagship programmes consist of Executive Development Programme, Senior Management Development Programme, Middle Management Development Programme, Supervisory Development Programme and Foundation programme.
2. Functional training programmes which are focusing on delivering practical learning are designed to update or broaden skills and knowledge in various and specific areas, promoting lifelong learning. These courses include but not limited to corporate governance, councilor development programme, communication skills, customer care, finance for non-financial managers, leadership and change management, business

writing skills, secretarial skills, monitoring and evaluation, project management, protocol & etiquette training, record management, strategic management, cleaning and house-keeping, performance management, disciplinary procedure, HR for Non-HR professionals, fraud prevention and ethics, enterprise risk management, standing rules and orders for regional councils, understanding decentralisation, basic health and safety and quality management system.

3. NIPAM also provides training on a variety of Information and Communication Technology (ICT) programmes such as ITIL Foundation, Cobit 5 Foundation, Cobit 5 Implementation, business process re-engineering, computer literacy for executives, computer literacy (windows 10), Microsoft word basic, Microsoft word intermediate, Microsoft word advanced, Microsoft excel basic, Microsoft excel, intermediate and Microsoft excel advanced, Microsoft PowerPoint basic, Microsoft PowerPoint advanced, Microsoft outlook basic and Microsoft outlook advanced.

Furthermore, NIPAM offers a comprehensive range of consultancy services across the Namibian Public sector clients including Central, Regional and Local Governments and Public Enterprises. Our consultants and associates are highly professional practitioners and academics who have expertise in a wide range of areas and experience in designing and implementing consultancy projects and programmes.



Board of Directors for NAMPOL Benevolent Fund attending a NIPAM Board Induction Training Course