

2020/21 CAPACITY BUILDING CALENDAR



OUR VISION

To be a premier vehicle for capacity development of the Namibian Public Service.

OUR MISSION

To develop the capacity of the Namibian Public Service.

OUR VALUES

In transforming the Public Sector through capacity building, the NIPAM team promises to uphold the following core values:

People Centred

We put you at the heart of our business.

Empathy

We hear you, we feel you, we are here for you – we want to see the world through your eyes.

Learning and Innovation

We will continuously evaluate and assess our processes and systems in providing innovative, quality services and practical interventions, programmes and products to our clients.

Integrity

We will be professional, transparent and adhere to moral values and ethical principles by exhibiting the quality of an intuitive sense of honesty and truthfulness with regard to the motivation of our actions.

Responsiveness

We will be flexible, accurate and timely in meeting our customers' expectations

Access

We will ensure that all customers enjoy full access to services they are entitled to.



MANDATE

In terms of Section 2(1) of the NIPAM Act, 2010 (Act No. 10 of 2010), NIPAM's mandate focuses on the following:

- **Training** – to provide training or cause such training to be provided, and conduct examinations or tests as a qualification for the appointment, promotion or transfer of persons in or to the public service.
- **Operational Research** – to carry out investigation into and offer practical and implementable solutions that inform national policies, governance practices and challenges/problems of public administration and management and other social, economic and contemporary issues affecting the Government of the Republic of Namibia.
- **Consultancy** - to serve as the official Government consultant to design, evolve new systems, procedures and methods that will prevent waste and leakages and make the public service more efficient and effective in service delivery, decision making, and formulating proposal for reforms.
- **Capacity Evaluation** - undertake regular surveys on capacity gaps in public service institutions for planning and determining training needs as a basis to expand training programmes and other interventions.

In terms of Section 5 of the NIPAM Act, 2010, the objectives for which NIPAM was established are to facilitate:

- Improved performance of a unified Public Service;
- The proper selection of new entrants to the Public Service;
- Management of probation of new entrants in the Public Service;
- Promotion on merits in the Public Service;
- Proper exit from the Public Service;
- Proper coordination of performance improvement interventions in the Public Service; and
- Leadership performance management of a unified Public Service.

NIPAM, therefore, has a very important purpose of providing a framework for moulding the Namibian public service into a united and coherent state machinery capable of delivering effective and efficient service to the Namibian society, and to inculcate a sense of nationalism, patriotism and commitment to the country and its people.



NIPAM offers a comprehensive range of consultancy services across the Namibian Public sector (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.

We are very flexible and can manage large scale and long-term projects as well as short-term assignments.

NIPAM provides 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; and**
- 9. Organisation Development Interventions**

The Centre for Research and Capacity Evaluation (CRCE) conducts research related to, among other things, different areas of the public sector policy implementation, technology transfer, knowledge management, innovation, strategy, sustainable development, etc. The Centre also evaluates capacity and performs skills and knowledge audits.

CRCE introduces new dimensions to research in the Namibian context. It has an in-depth understanding of organisations in terms of how they are created and recreated through social practices.



2020/21 Trainings

Management Development Trainings	Dates	Duration	Price (N\$)
Executive Development Programme	31 Aug - 04 Sep (Module 1) 05 - 09 Oct (Module 2) 26 - 30 Oct (Module 3) 09 - 13 Nov (module 4)	4 modules / 5 days per module (20 days)	30 000.0
Senior Management Development Programme	13 - 17 July Module 1 10 - 14 Aug Module 2 14 - 18 Sep Module 3 12 - 16 Oct Module 4	4 modules/ 5 days per module (20 days)	18 000
Middle Management Development Programme	29 Jun - 03 July Module 1 03 - 07 Aug Module 2 21 - 25 Sep Module 3 05 - 09 Oct Module 4	4 modules/ 5 days per module (20 days)	16 000
Supervisory Development programme	7 - 11 Sep	5 days	5 600
Foundation Programme	21 - 25 Jun	5 days	5 100

Office Administration Trainings	Dates	Duration	Price (N\$)
Business Writing Skills	08 - 12 June	5 days	5 200
Secretarial Skills	09 - 13 Nov	5 days	5 200
Time Management and Productivity	05 - 09 Sep	5 days	5 200

Leadership and Management Trainings	Dates	Duration	Price (N\$)
Leadership & Change Management	7 - 11 Sept	5 days	7 150
Strategic Management	05 - 09 Oct / 16 - 20 Nov	5 days	7 150
Emotional Intelligence	2 - 6 Nov	5 days	5 500
Corporate Governance Programme	on request	5 days	6 500
Board Induction Programme	on request	2 days	7 200

Human Resources Trainings	Dates	Duration	Price (N\$)
Performance Management	15 - 19 Feb 2021	5 days	6 500
Disciplinary procedure	22 - 26 June 14 - 18 Sept	5 days	5 200
Talent management	02 - 06 Nov	3 days	6 000

Health and Safety Management Trainings	Dates	Duration	Price (N\$)
Occupational Health and Safety Management	11 - 14 Aug / 15 - 19 March 2021	5 days	5 200
Cleaning and House Keeping	06 - 10 July / 14 - 18 Sept 16 - 20 Nov	5 days	5 200

Finance and Accounting Trainings	Dates	Duration	Price (N\$)
Financial Report analysing	10 Aug	1 day	3 500
Finance for Non - Financial Managers	01 - 03 June 03 - 05 Aug	3 days	6 000
Enterprise Risk Management	on request	5 days	6 000

Project Management Trainings	Dates	Duration	Price (N\$)
Monitoring and Evaluation	08 - 12 June	5 days	6 000
Project Management	05 - 09 Oct	5 days	7 200
Business Process Reengineering	15 - 19 June	5 days	7 200

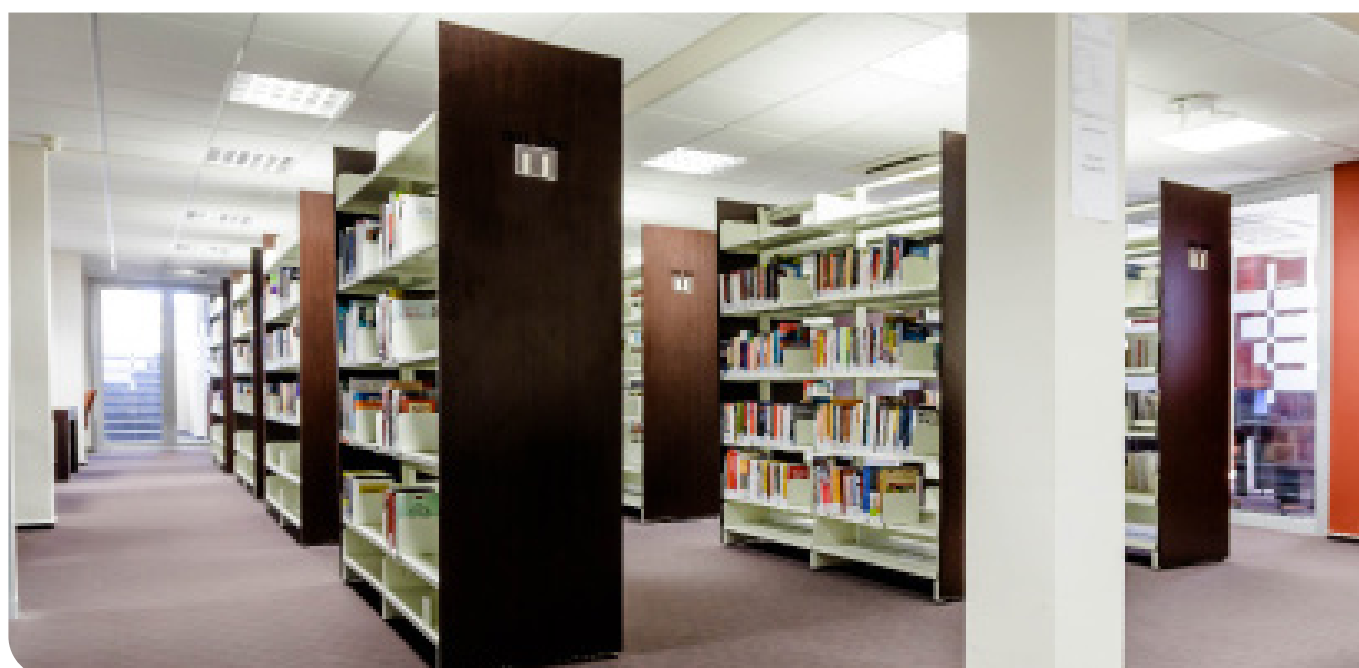
Client Relations Trainings	Dates	Duration	Price (N\$)
Communications Skills	22 - 26 June 27 - 31 July 09 - 13 Nov	5 days	5 200
Customer Care	11 - 13 May 08 - 10 Feb 2021	3 days	5 200
Presentation Skills	22 - 26 June 21 - 23 Oct	5 days	5 200

Diplomacy Trainings	Dates	Duration	Price (N\$)
Protocol & Etiquette	06 - 10 July 05 - 09 Oct	5 days	5 200



Information Technology Trainings	Dates	Duration	Price (N\$)
COBIT Foundation 5	On Request	1 day	
IITIL Foundation	On Request	3 days	
Computer Literacy for Executives	On Request	3 days	22 500.00
Computer Literacy (Windows 10)	On Request	2 days	2 960.00
Microsoft Word Basic Microsoft Word Intermediate Microsoft Word Advanced	On Request	5 days	7 325.00
Microsoft Excel Basic Microsoft Excel Intermediate Microsoft Excel Advanced	On Request	5 days	7 325.00
Microsoft PowerPoint Basic Microsoft PowerPoint Advanced	On Request	2 days	2 960.00
Microsoft Outlook Basic Microsoft Outlook Advanced	On Request	3 days	4 440.00

Coaching and Mentorship Trainings	Dates	Duration	Price (N\$)
Professional Business Coaching Programme	08 - 12 June	5 days	9 000
Leader as Mentor	15 - 17 Sep	3 days	6 200
Facilitation for High Performing Teams	10 - 11 Aug	3 days	6 500
Team Building	On Request	2 days	On Request



Online classes	Dates	Duration	Price (N\$)
Supervisory Development programme	On Request		4 500
Foundation Programme	On Request		4 500
Business Writing Skills	On Request		4 100
Secretarial Skills	On Request		4 100
Time Management	On Request		4 100
Leadership & Change Management	On Request		7 150
Strategic Management	On Request		6 500
Financial Report Analysing	On Request		3 500
Finance for Non - Financial Managers	On Request		6 000

Online training are subject to subject to participants being in possession of thier own personal computers / laptop and stong internet connctivity.



2020/21 Seminars, Masterclasses, Workshops and Conferences

Seminars	Dates	Price (N\$)
Leading Women Breakfast	Oct	1 500
Leadership	June	2 000
Mental Health in the Workplace	July	1 800
Board effectiveness	Aug	2 000
Cyber security	Oct	1 500

Masterclasses	Dates	Price (N\$)
Deal Making	June	2 500
Executive Assistant	Oct	2 200
Predictive Analytics	August	4 500
Chairing a Board	Sept	4 500
Public Speaking	July	2 500

Workshops	Dates	Price (N\$)
Effective Project management	August	2 500
Performance Management	March 2021	800
Cyber crime Workshop	July	1 200

Conferences	Dates	Price (N\$)
Strategic Corporate Communications and Reputation Management	September	2 000
Public Sector Customer Service Conference and awards	Feb 2021	1 000

For enquiries call **(061) 296 4700** or email **info@nipam.na**

Short courses can also be delivered in-house for your organisation at your premises or ours, on your preferred dates.

Email **kipinge@nipam.na**

For more information
and an online application form,
please visit **www.nipam.na**

Prices correct as at April 2020. Prices and dates may change.
Subject to terms and conditions

