



NIPAM
NAMIBIA INSTITUTE OF PUBLIC
ADMINISTRATION AND MANAGEMENT

WEEKLY BULLETIN

ISSUE NO: 03

12 October - 16 October 2020

TRAININGS & CONFERENCING FACILITIES

Companies	Dates	Venue	Confirmation	# of people
NIPAM - Senior Management Development Programme Module 4	12 -16 October	G22	Confirmed	12
NTA - Management Training (GIZ Sponsor)	12 - 17 October	Ground & 1st Floor Computer Labs F13 & F15	Confirmed	40
Min. of Urban and Rural Development	14 October	CH03 – CH04	Confirmed	12
ACC/UNDP – Validation Meeting	14, 15 & 16 October	LB01 – LB04 (G9, G10, G11 & F07) Only on the 15/10/2020	Confirmed	50
Mlin. of International Relations and Cooperation – Panel discussion / photo Exhibition	15 October	CH03 –CH04	Confirmed	50
NCRST- Interview	15 October	1st Floor Board Room	Confirmed	8



Mr Butty Salom	13 October
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THE IMPORTANCE OF LEADERSHIP IN AN ORGANIZATION

Leadership is an important function of management which helps to maximize efficiency and to achieve organizational goals. The following points justify the importance of leadership in a concern.

Initiates action - Leader is a person who starts the work by communicating the policies and plans to the subordinates from where the work actually starts.

Motivation - A leader proves to be playing an incentive role in the concern's working. He motivates the employees with economic and non-economic rewards and thereby gets the work from the subordinates.

Providing guidance - A leader has to not only supervise but also play a guiding role for the subordinates. Guidance here means instructing the subordinates the way they have to perform their work effectively and efficiently.

Creating confidence - Confidence is an important factor which can be achieved through expressing the work efforts to the subordinates, explaining them clearly their role and giving them guidelines to achieve the goals effectively. It is also important to hear the employees with regards to their complaints and problems.

Building morale - Morale denotes willing co-operation of the employees towards their work and getting them into confidence and winning their trust. A leader can be a morale booster by achieving full co-operation so that they perform with best of their abilities as they work to achieve goals.

Builds work environment - Management is getting things done from people. An efficient work environment helps in sound and stable growth. Therefore, human relations should be kept into mind by a leader. He should have personal contacts with employees and should listen to their problems and solve them. He should treat employees on humanitarian terms.

Co-ordination - Co-ordination can be achieved through reconciling personal interests with organizational goals. This synchronization can be achieved through proper and effective co-ordination which should be primary motive of a leader.

“TRANSFORMING THROUGH CAPACITY BUILDING”