

2021/ 22 TRAINING CALENDAR (Online)



2021 Trainings

Management Development Trainings	Dates	Duration	Price (N\$)
Executive Development Programme	On Request	4 modules / 5 days per module (20 days)	23 000.0
Senior Management Development Programme	On Request	4 modules/ 5 days per module (20 days)	8 100
Middle Management Development Programme	On Request	4 modules/ 5 days per module (20 days)	8 100
Supervisory Development programme	On Request	5 days	2 200
Foundation Programme	On Request	5 days	2 200

Office Administration Trainings	Dates	Duration	Price (N\$)
Business Writing Skills	On Request	5 days	2 200
Secretarial Skills	On Request	5 days	3 700
Time Management and Productivity	On Request	5 days	2 200

Leadership and Management Trainings	Dates	Duration	Price (N\$)
Leadership & Change Management	On Request	5 days	2 200
Strategic Management	On Request	5 days	3 700
Emotional Intelligence	On Request	5 days	3 700

Human Resources Trainings	Dates	Duration	Price (N\$)
Performance Management	On Request	5 days	2 200
Disciplinary procedure	On Request	5 days	3 700
Talent management	On Request	3 days	3 700

Health and Safety Management Trainings	Dates	Duration	Price (N\$)
Occupational Health and Safety Management	On Request	5 days	3 700
Cleaning and House Keeping	On Request	5 days	3 700

Finance and Accounting Trainings	Dates	Duration	Price (N\$)
Financial Report analysing	On Request	2 days	1 000
Finance for Non - Financial Managers	On Request	3 days	1 400
Enterprise Risk Management	On Request	5 days	2 700

Project Management Trainings	Dates	Duration	Price (N\$)
Monitoring and Evaluation	On Request	5 days	3 700
Project Management	On Request	5 days	3 700
Business Process Reengineering	On Request	5 days	2 200

Client Relations Trainings	Dates	Duration	Price (N\$)
Communications Skills	On Request	5 days	3 700
Customer Care	On Request	3 days	1 400
Presentation Skills	On Request	5 days	3 700



Information Technology Trainings	Dates	Duration	Price (N\$)
Microsoft Excel Basic Microsoft Excel Intermediate Microsoft Excel Advanced	On Request	5 days	2 600.00
Microsoft PowerPoint Basic Microsoft PowerPoint Advanced	On Request	2 days	1 000.00

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

