

# WEEKLY BULLETIN

ISSUE NO: 38

01-05 November 2021

## NIPAM BRAND CHAMPION FOR OCTOBER

When internal staff vigorously promote the brand it helps solidify the idea of brand pride and staff unity which then informs the appeal of the brand in the long term. Brand Championing is an important task for any employee as it sets the tone for how other parties besides those in the institution perceive the brand.

In aid of our championing the NIPAM brand, we congratulate Ms Sylvia Katjepunda who is the Manager of: Library Services, Information Management at NIPAM for being selected as October's Brand Champion. NIPAM periodically selects a staff member as brand champion based on the brand promoting activities of said individual. Promotional activities include posting NIPAM content on their accounts, liking and sharing NIPAM social media content and championing the brand via word of mouth to their professional and personal associates to boost the renown of the NIPAM brand.

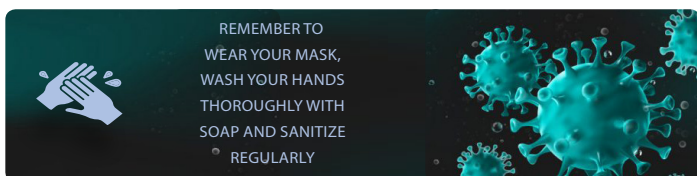
Ms Sylvia Katjepunda promoted NIPAM marketing and promotional content through various communication channels including Facebook and Twitter. Additionally, the Marketing and Communication department would like to thank everyone for their continued brand promotion during these difficult times and encourage stakeholders to promote the NIPAM brand.



Ms. Sylvia Katjepunda  
-Manager: Library Services

## TRAINING & CONFERENCING NEWS

Companies	Dates	Venue	# of people
<b>NIPAM-Councillor Development Training</b>	01-05 November	LB01	13
<b>NIPAM-Strategic Validation workshop</b>	02 November	CH01-CH02	35
<b>PC-Meeting</b>	03 November	G09	4
<b>NIPAM-Induction for Director of Finance and Administration</b>	03 November	1st floor board room	6
<b>NANTU-Ministry of Education, Arts &amp; Culture</b>	03-04 November	CH03-CH04	40
<b>CRAN-Staff meeting</b>	05 November	CH03-CH04	70





**NIPAM**  
NAMIBIA INSTITUTE OF PUBLIC  
ADMINISTRATION AND MANAGEMENT

DATE  
**NOV 17-19**

### OFFICE ADMINISTRATOR BOOT CAMP

**Target audience:**

- Executive Secretaries
- Personal Assistants
- Office Administrators
- Business Support Officers
- Receptionists

**Price:**  
NS 7 250-00 p/person

Full day programme (Breakfast, lunch and dinner included)

**Time:**  
08H00-20H00

**Venue:**  
Sands Hotel, Swakopmund

**SCAN ME**



BOOK YOUR PLACE BY SCANNING THE CODE

This course aims to update and sharpen core Office administration skills in diary management, meeting planning, emotional intelligence and effective communication. This course is ideal for experienced office administrators seeking to update their skills, as well as office administrators who are relatively new to the profession.

For enquiries please contact:  
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\*accommodation is not included in the fee