

NIPAM BULLETIN

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24-28 January 2022

4TH QUARTER TRAINING CALENDAR



Mr Katoole Ipinge
Manager: Business Development at NIPAM

NIPAM recently circulated its 4th quarter training calendar through various communications channels. The training calendar features capacity building interventions that NIPAM will conduct from January to the end of March 2022. Most of the courses will take place at the NIPAM main campus in Windhoek, with a few exceptions. Some courses will take place in Swakopmund and Otjiwarongo. NIPAM

has introduced new capacity building interventions, for example, the Office Administration Bootcamp. The Bootcamp is a new intervention aimed at updating and sharpening core office administration skills. The targeted groups being office administrators, receptionists, and private secretaries.

Besides the Office Administration Bootcamp, NIPAM has 21 different capacity building interventions on offer. According to NIPAM's Manager for Business Development, Mr Katoole Ipinge, the courses aim to strengthen administration in public sector institutions.

TRAINING & CONFERENCING NEWS

Companies	Dates	Venue	# of people
NIPAM-PMS Training	24-28 January	G22	12
NIPAM-Welcoming and general staff meeting	28 January	CH03-CH04	60
EPDN-Parliament-CSO Interface workshop	25 January	CH01-CH02	40




NIPAM
NAMIBIA INSTITUTE OF PUBLIC
ADMINISTRATION AND MANAGEMENT

2022
4th Quarter Training Calendar

COURSE	DATE	VENUE	COST
MANAGEMENT DEVELOPMENT PROGRAMMES			
Supervisory Development programme	7 - 11 Feb	NIPAM Campus	5,900.00
Foundation Programme	21 - 25 Feb	NIPAM Campus	5,900.00
OFFICE ADMINISTRATION TRAININGS			
Business Writing Skills	31 Jan - 4 Feb	NIPAM Campus	5,900.00
Office Administration Bootcamp	23 - 25 Feb	Swakopmund	7,250.00
Time Management and Productivity	28 Feb - 4 Mar	NIPAM Campus	5,900.00
LEADERSHIP AND MANAGEMENT TRAININGS			
Strategic Management	7 - 11 Feb	NIPAM Campus	5,900.00
Emotional Intelligence	14 - 18 Mar	NIPAM Campus	5,900.00
Leadership & Change Management	28 Mar - 1 Apr	NIPAM Campus	5,900.00
HUMAN RESOURCES TRAININGS			
Performance Management	14 - 18 Feb	NIPAM Campus	5,900.00
Disciplinary procedure	7 - 14 Feb	NIPAM Campus	5,900.00
Talent management	21 - 25 Feb	NIPAM Campus	3,900.00
HEALTH AND SAFETY MANAGEMENT TRAININGS			
Occupational Health and Safety Management	7 - 11 Feb	NIPAM Campus	5,900.00
Cleaning and House Keeping	21 - 25 Feb	NIPAM Campus	5,900.00
PROJECT MANAGEMENT TRAININGS			
Monitoring and Evaluation	7 - 11 Mar	NIPAM Campus	5,900.00
Project Management	28 Mar - 1 Apr	NIPAM Campus	5,900.00
CLIENT RELATIONS TRAININGS			
Communications Skills	14 - 18 Mar	NIPAM Campus	5,900.00
Customer Care	09 - 11 Feb	NIPAM Campus	5,900.00
Presentation Skills	7 - 11 Feb	NIPAM Campus	5,900.00
Protocol & Etiquette	14 - 18 Feb	NIPAM Campus	5,900.00
INFORMATION TECHNOLOGY TRAININGS			
Microsoft Excel Basic	on request	NIPAM Campus	6,500.00
Microsoft Excel Intermediate	on request	NIPAM Campus	
Microsoft Excel Advanced	on request	NIPAM Campus	

* NIPAM is able to host the training at the client's choice of venue