

2023/2024 Training Calendar (Face-to-Face)



NIPAM

NAMIBIA INSTITUTE OF PUBLIC
ADMINISTRATION AND MANAGEMENT

For enquiries, please contact:

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Visit our website at www.nipam.na for the full 2023/2024 training calendar.

Refreshments and meals are **ONLY** included in the accredited programmes.

NB: Please confirm your attendance two weeks before the training begins.

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ACCREDITED COURSES						
Course		Module 1	Module 2	Module 3	Module 4	Cost
Certificate in Public Sector Management (NQF Level 6)	▲	10th - 14th April 2023	10th - 14th July 2023	9th - 13th October 2023	5th - 9th February 2024	N\$ 32 000.00
Certificate in Public Sector Management (NQF Level 7)	▲	17th - 21st April 2023	17th - 21st July 2023	16th - 20th October 2023	12th - 16th February 2024	N\$ 32 000.00
Post Graduate Certificate in Public Sector Management (NQF Level 8)	▲	24th - 28th April 2023	24th - 28th July 2023	23rd - 27th October 2023	19th - 23rd February 2024	N\$ 32 000.00

ON REQUEST					
Course	Cost	Course	Cost	Course	Cost
Council Meeting Management	N\$ 5 100.00	Corporate Governance Programme	N\$ 5 100.00	Enterprise Risk Management	N\$ 3 200.00
Community Development	N\$ 7 200.00	Board Induction Programme	N\$ 7 200.00	Microsoft Excel (Basic)	N\$ 6 000.00
Community Participation	N\$ 5 100.00	Councillor Development (Lite) Programme	N\$ 5 100.00	Microsoft Excel (Intermediate)	N\$ 6 000.00
Solid Waste Management	N\$ 5 100.00	Standing Rules and Orders for Regional Councils	N\$ 5 100.00	Microsoft Excel (Advanced)	N\$ 6 000.00
Writing Standard and Operating Procedures	N\$ 5 100.00	Learning and Development	N\$ 5 100.00	Microsoft PowerPoint (Basic) (2 Days)	N\$ 3 000.00
Innovation and Creativity	N\$ 5 100.00	Wellness Committee Training	N\$ 5 100.00	Microsoft PowerPoint (Advanced) (2 Days)	N\$ 3 000.00
Certificate in Procurement	N\$ 4 900.00				

SHORT COURSES					
Course	Date	Cost	Course	Date	Cost
APRIL			SEPTEMBER		
Mastering Secretarial Skills	3rd - 7th	N\$ 5 100.00	Supervisory Development Programme	4th - 8th	N\$ 5 100.00
Business Process Reengineering	17th - 21st	N\$ 5 100.00	Time Management and Productivity	4th - 8th	N\$ 5 100.00
Cleaning and House Keeping	24th - 28th	N\$ 5 100.00	Customer Care	11th - 15th	N\$ 5 100.00
			Foundation Programme	11th - 15th	N\$ 5 100.00
			Leadership/Change Management	11th - 15th	N\$ 5 100.00
			Emotional Intelligence	18th - 22nd	N\$ 5 100.00
MAY			OCTOBER		
Customer Care	15th - 19th	N\$ 5 100.00	Business Process Reengineering	2nd - 6th	N\$ 5 100.00
Industrial and Labour Relations Management	15th - 19th	N\$ 5 100.00	Protocol & Etiquette	2nd - 6th	N\$ 5 100.00
Talent Management	15th - 19th	N\$ 5 100.00	Business Writing Skills	9th - 13th	N\$ 5 100.00
Time Management and Productivity	15th - 19th	N\$ 5 100.00	Occupational Health and Safety Management	9th - 13th	N\$ 5 100.00
Finance for Non-Financial Managers	17th - 19th	N\$ 3 200.00	Communications Skills	16th - 20th	N\$ 5 100.00
			Industrial and Labour Relations Management	16th - 20th	N\$ 5 100.00
			Environmental Management	23rd - 27th	N\$ 5 100.00
			Performance Management	23rd - 27th	N\$ 5 100.00
			Presentation Skills	23rd - 27th	N\$ 5 100.00
			Supervisory Development Programme	23rd - 27th	N\$ 5 100.00
JUNE			NOVEMBER		
Communications Skills	5th - 9th	N\$ 5 100.00	Mastering Secretarial Skills	6th - 10th	N\$ 5 100.00
Business Writing Skills	12th - 16th	N\$ 5 100.00	Monitoring and Evaluation	6th - 10th	N\$ 5 100.00
Environmental Management	12th - 16th	N\$ 5 100.00	Talent Management	6th - 10th	N\$ 5 100.00
Presentation Skills	12th - 16th	N\$ 5 100.00	Strategic Management	13th - 17th	N\$ 5 100.00
Protocol & Etiquette	12th - 16th	N\$ 5 100.00	Disciplinary Procedure/Conducting Disciplinary Hearing	20th - 24th	N\$ 5 100.00
Disciplinary Procedure/Conducting Disciplinary Hearing	19th - 23rd	N\$ 5 100.00	Formulating Administrative Policy	20th - 24th	N\$ 5 100.00
Emotional Intelligence	19th - 23rd	N\$ 5 100.00	Project Management	20th - 24th	N\$ 5 100.00
Formulating Administrative Policy	19th - 23rd	N\$ 5 100.00	Revenue Enhancement Strategies	20th - 24th	N\$ 5 100.00
Foundation Programme	19th - 23rd	N\$ 5 100.00	Customer Care	23rd - 27th	N\$ 5 100.00
Monitoring and Evaluation	19th - 23rd	N\$ 5 100.00			
Occupational Health and Safety Management	19th - 23rd	N\$ 5 100.00			
Project Management	19th - 23rd	N\$ 5 100.00			
Revenue Enhancement Strategies	19th - 23rd	N\$ 5 100.00			
JULY			2024		
Business Process Reengineering	3rd - 7th	N\$ 5 100.00	FEBRUARY		
Mastering Secretarial Skills	10th - 14th	N\$ 5 100.00	Time Management and Productivity	5th - 9th	N\$ 5 100.00
Performance Management	10th - 14th	N\$ 5 100.00	Cleaning and House Keeping	12th - 16th	N\$ 5 100.00
Strategic Management	10th - 14th	N\$ 5 100.00	Performance Management	12th - 16th	N\$ 5 100.00
			Talent Management	19th - 23rd	N\$ 5 100.00
			Disciplinary Procedure/Conducting Disciplinary Hearing	26th -	N\$ 5 100.00
			Formulating Administrative Policy	26th -	N\$ 5 100.00
			Revenue Enhancement Strategies	26th -	N\$ 5 100.00
AUGUST			MARCH		
Finance for Non-Financial Managers	2nd - 4th	N\$ 3 200.00	Disciplinary Procedure/Conducting Disciplinary Hearing	- 1st	N\$ 5 100.00
Communications Skills	7th - 11th	N\$ 5 100.00	Formulating Administrative Policy	- 1st	N\$ 5 100.00
Industrial and Labour Relations Management	7th - 11th	N\$ 5 100.00	Revenue Enhancement Strategies	- 1st	N\$ 5 100.00
Protocol & Etiquette	7th - 11th	N\$ 5 100.00	Finance for Non-Financial Managers	27th - 29th	N\$ 3 200.00
Business Writing Skills	14th - 18th	N\$ 5 100.00			
Cleaning and House Keeping	14th - 18th	N\$ 5 100.00			