



NIPAM
NAMIBIA INSTITUTE OF PUBLIC
ADMINISTRATION AND MANAGEMENT

Training Calendar

Face to Face

2024/25



For enquiries, please contact:

Email: training@nipam.na

Tel : 061 296 4785 | Tel : 061 296 4867 | Tel : 061 296 4755 | Tel : 061 296 4766

Refreshments and meals are not included in the course fees. They are additional.

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

Course	Dates												Cost
	2024									2025			
	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	
MANAGEMENT DEVELOPMENT PROGRAMMES													
Supervisory Development Programme	08-12			15 - 19			16 - 20				17 - 21		N\$ 5 100.00
Foundation Programme		13 - 17		22 - 26									N\$ 5 100.00
OFFICE ADMINISTRATION PROGRAMMES													
Business Writing Skills		06 - 10			12 - 16			11 - 15				10 - 14	N\$ 5 100.00
Mastering Secretarial Skills			10 - 14		19 - 23		21 - 25				24 - 28		N\$ 5 100.00
Time Management and Productivity		27 - 31		08 - 12					02 - 06	20 - 24			N\$ 5 100.00
LEADERSHIP AND MANAGEMENT TRAINING													
Leadership/Change Management			17-21			16 - 20		25 - 29				24 - 28	N\$ 5 100.00
Strategic Management	22 - 26			22 - 26					16 - 20			10 - 14	N\$ 5 100.00
Emotional Intelligence		13 - 17			19 - 23		07 - 11				03 - 07		N\$ 5 100.00
HUMAN RESOURCES TRAINING													
Performance Management			24 - 28			09 - 13		11 - 15			17 - 21		N\$ 5 100.00
Disciplinary Procedure/Conducting Disciplinary Hearing	15 - 19			08 - 12			07 - 11				17 - 21		N\$ 5 100.00
Talent Management		06 - 10			05 - 09			04 - 08			03 - 07		N\$ 5 100.00
Industrial and Labour Relations Management			10 - 14			09 - 13			09 - 13			24 - 28	N\$ 5 100.00
HEALTH AND SAFETY MANAGEMENT TRAINING													
Occupational Health and Safety Management	01 - 05			01 -05			07 - 11			20 - 24			N\$ 5 100.00
Cleaning and House Keeping		06 - 10			05 - 09			04 - 08			03 - 07		N\$ 5 100.00
FINANCE AND ACCOUNTING TRAININGS													
Finance for Non-Financial Managers			03 - 07			02 -06			02 - 06			03 - 07	N\$ 3 200.00
Procurement		13 - 17			12 - 16			11 - 15			10 - 14		N\$ 5 100.00
PROJECT MANAGEMENT TRAININGS													
Monitoring and Evaluation	08 - 12			08 - 12			07 - 11			20 - 24			N\$ 5 100.00
Project Management		13 - 17			12 - 16			11 - 15			10 - 14		N\$ 5 100.00
Business Process Reengineering			17 - 21			16 - 20			09 - 13			10 - 14	N\$ 5 100.00
CLIENT RELATIONS TRAININGS													
Communications Skills	15 - 19			15 - 19			14 - 18			27 -31			N\$ 5 100.00
Customer Care		20 - 24			19 - 23			18 - 22			17 - 21		N\$ 5 100.00
Presentation Skills			24 - 28			23 - 27			02 - 06			24 - 28	N\$ 5 100.00
REGIONAL AND LOCAL GOVERNMENT TRAININGS													
Council Meeting Management	22 - 26			22 - 26			21 - 25			27 - 31			N\$ 5 100.00
Formulating Administrative Policy		27 - 31			05 - 09			25 - 29			24 - 28		N\$ 5 100.00
Solid Waste Management			03 - 07			02 - 06			02 - 06			03 - 07	N\$ 5 100.00
DIPLOMACY TRAINING													
Protocol & Etiquette	01 - 05			01 - 05			07 - 11			20 - 24			N\$ 5 100.00

Courses on Request

Course	Cost
LEADERSHIP AND MANAGEMENT TRAINING	
Corporate Governance Programme	N\$ 5 100.00
Board Induction Programme	N\$ 7 200.00
Councillor Development (Lite) Programme	N\$ 5 100.00
Standing Rules and Orders for Regional Councils	N\$ 5 100.00
HUMAN RESOURCES TRAINING	
Learning and Development	N\$ 5 100.00
HEALTH AND SAFETY MANAGEMENT TRAINING	
Wellness Committee Training	N\$ 5 100.00
FINANCE AND ACCOUNTING TRAININGS	
Enterprise Risk Management	N\$ 3 200.00

Course	Cost
REGIONAL AND LOCAL GOVERNMENT TRAININGS	
Community Development	N\$ 3 200.00
Community Participation	N\$ 3 200.00
Environmental Management	N\$ 5 100.00
Revenue Enhancement Strategies	N\$ 5 100.00
Writing Standard and Operating Procedures	N\$ 5 100.00
Innovation and Creativity	N\$ 3 200.00
INFORMATION TECHNOLOGY TRAININGS	
Microsoft Excel (Basic)	N\$ 6 000.00
Microsoft Excel (Intermediate)	N\$ 6 000.00
Microsoft Excel (Advanced)	N\$ 6 000.00
* Basic, Intermediate and Advanced Excel training lasts five days. Participants can request any specific level based on their needs.	
Microsoft PowerPoint (Basic)	2 days N\$ 3 000.00
Microsoft PowerPoint (Advanced)	2 days N\$ 3 000.00

Accredited Courses

Course	Dates	Cost
Post Graduate Certificate in Public Sector Management (NQF Level 8)	22 - 26 April (Module 1) 22 - 26 July (Module 2) 21 - 25 Oct (Module 3) 17 - 21 Feb 2025 (Module 4)	N\$ 32 000.00
Certificate in Public Sector Management (NQF Level 7)	15 - 19 April (Module 1) 15 - 19 July (Module 2) 14 - 18 Oct (Module 3) 10 - 14 Feb 2025 (Module 4)	N\$ 32 000.00
Certificate in Public Sector Management (NQF Level 6)	08 - 12 April (Module 1) 08 - 12 July (Module 2) 07 - 11 Oct (Module 3) 03 - 07 Feb 2025 (Module 4)	N\$ 32 000.00



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