NIPAM
NAMIBIA INSTITUTE OF PUBLIC ADMINISTRATION AND MANAGEMENT

CLEANING AND HOUSE-KEEPING

This course is designed to develop the necessary skills for success as a worker in Government providing cleaning services in all places in the Public Service. The course examines workplace duties and responsibilities, protocol behaviour, hygiene and cleanliness, and effective ways of controlling and managing waste, the equipment and materials used for cleaning.

Venue:	Windhoek, NIPAM Campus
Duration:	Five (5) Days

COURSE LEARNING OUTCOMES

- Develop a deeper awareness of the environment they are responsible for.
- Develop a clear understanding of their responsibilities as cleaners and housekeepers.
- Differentiate between an expected clean environment and unclean territory.
- Distinguish between different types of waste and waste management techniques (including recycling methods).
- Practice methods of housekeeping and cleaning excellence.
- Develop protocol and etiquette behaviour.
- Work as a team member to attain excellence.
- Develop professional attributes as housekeepers and cleaners.
- Investigate and utilize different types of cleaning materials and equipment.

WHO SHOULD ATTEND?

Applicants must be appointed officials in central, regional and local government and State Owned Enterprises.

COURSE CONTENT

The content of this course are as follows:

- Environmental awareness
- Duties and responsibilities of housekeepers and cleaners
- The clean environment and terrain
- House, office and terrain checklist
- Care for the office, house, environment and terrain
- The different types of waste
- Waste management techniques including recycling
- Methods of excellence in housekeeping and cleaning
- Professionalism, protocol and etiquette
- Enhancing team work
- Interaction with co-workers, Public Service officials and guests

For enquiries please contact:
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