NIPAM
NAMIBIA INSTITUTE OF PUBLIC ADMINISTRATION AND MANAGEMENT

FOUNDATION PROGRAMME

For many new entrants into the public sector, serving the public presents its own unique opportunities and challenges. The expectations of the public are ever increasing and also the standards at which they want these services to be delivered are generally high.

It is about delivering excellent service to all citizens of Namibia and our visitors from all over the world in a manner that is in line with our public service charter on non-discrimination, consultation and choice, information, standards, openness, quality of service, value for money, courtesy and helpfulness and accountability.

The Foundation Programme was designed to prepare newly appointed staff members in central government Offices, Ministries and Agencies, Regional Councils, Local Authorities and Public Enterprises to adapt effectively to demands and expectations placed upon them.

The Foundation Programme is a complete learning resource providing basic knowledge of how the public sector works. From democracy, daily challenges of a public sector employee, official communication, public sector organization websites, standards of integrity and HIV/Aids in the workplace, it is all covered in the Foundation Programme.

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

COURSE LEARNING OUTCOMES

- Interpret the Namibian public sector structures and systems to position themselves in it for optimal personal, ethical, professional and organisational benefit and development
- Explain the integration of health, wellness, safety and security and organizational performance improvement and productivity and service delivery
- Develop a range of personal development skills and abilities such as effectively integrating individual and organizational needs, managing personal finances, own emotions and time
- Explain key public sector service delivery challenges and national strategies to deal with those challenges
- Outline essential rules, procedures, systems and processes in public sector human, financial and performance management that must be complied with in performance of duties and functions.

COURSE CONTENT

Module1:
Public Sector Structures and Functions
Module 2:
Staff Wellness and Risk Management
Module 3:
Public Service Delivery
Module 4:

For enquiries please contact:
Mr Joubert Tawana: Senior Lecturer
Tel: 061 296 4867, Cell: 0811 660455, Email: jtawana@nipam.na