

# Training Calendar

## Face to Face

# 2025/26

For enquiries, please contact:

**Email:** [training@nipam.na](mailto: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		
	2025										2026		
	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	
<b>MANAGEMENT DEVELOPMENT PROGRAMMES</b>													
Supervisory Development Programme	07-11			14 - 18							16 - 20		N\$ 5 100.00
Supervisory Development Programme (Tsumeb)							13 - 17						N\$ 7 600.00
Foundation Programme		12 - 16		21 - 25									N\$ 4 500.00
<b>OFFICE ADMINISTRATION PROGRAMMES</b>													
Business Writing Skills		05 - 09			11 - 15			10 - 14				09 - 13	N\$ 5 100.00
Mastering Secretarial Skills			09 - 13		18 - 22		20 - 24				23 - 27		N\$ 5 100.00
Time Management and Productivity		26 - 30		07 - 11						19 - 23			N\$ 5 500.00
Time Management and Productivity (Otjiwarongo)									01 - 05				N\$ 7 600.00
<b>LEADERSHIP AND MANAGEMENT TRAINING</b>													
Leadership and Change Management			16 - 20			15 - 19		24 - 28				23 - 27	N\$ 5 500.00
Leadership and Change Management (Ondangwa)					18 - 22								N\$ 7 600.00
Strategic Management	21 - 25			21 - 25								09 - 13	N\$ 5 500.00
Strategic Management (Gross Barmen)									15 - 19				N\$ 7 600.00
Emotional Intelligence		12 - 16			18 - 22						02 - 06		N\$ 5 100.00
Emotional Intelligence (Grootfontein)							06 - 10						N\$ 7 600.00
Board Induction						24 - 26					18 - 20		N\$ 7 200.00
Mentoring and Coaching								11 - 13			17 - 19		N\$ 5 500.00
<b>HUMAN RESOURCES TRAINING</b>													
Performance Management			23 - 27			08 - 12					18 - 20		N\$ 5 500.00
Performance Management (Swakopmund)								10 - 14					N\$ 7 600.00
Conducting Disciplinary Hearing	14 - 18			07 - 11							16 - 20		N\$ 5 500.00
Conducting Disciplinary Hearing (Walvis Bay)							06 - 10						N\$ 7 600.00
Talent Management		05 - 09			04 - 08			03 - 07			02 - 06		N\$ 5 500.00
Industrial and Labour Relations Management			09 - 13			08 - 12			08 - 12			23 - 27	N\$ 5 500.00
Learning and Development						01 - 05							N\$ 5 100.00
Procurement (Swakopmund)				28 - 01									N\$ 7 600.00
<b>HEALTH AND SAFETY MANAGEMENT TRAINING</b>													
Occupational Health and Safety Management	07 - 11			07 - 11						19 - 23			N\$ 5 100.00
Occupational Health and Safety Management (Gobabis)							06 - 10						N\$ 7 600.00
Cleaning and House Keeping		05 - 09						03 - 07			02 - 06		N\$ 4 500.00
Cleaning and House Keeping (Otjiwarongo)					04 - 08								N\$ 6 600.00
<b>FINANCE AND ACCOUNTING TRAININGS</b>													
Finance for Non-Financial Managers			02 - 06			01 - 05						02 - 06	N\$ 3 200.00
Finance for Non-Financial Managers (Mariental)									01 - 05				N\$ 7 600.00
<b>PROJECT MANAGEMENT TRAININGS</b>													
Monitoring and Evaluation	07 - 11			07 - 11			06 - 10			19 - 23			N\$ 5 100.00
Project Management		12 - 16			11 - 15			10 - 14			09 - 13		N\$ 5 500.00
Business Process Re-engineering			16 - 20			15 - 19			08 - 12			09 - 13	N\$ 5 500.00
Business Process Re-engineering (Swakopmund)						22 - 26							N\$ 7 600.00
<b>CLIENT RELATIONS TRAININGS</b>													
Communications Skills	14 - 18			14 - 18			13 - 17			26 - 30			N\$ 5 100.00
Customer Care		19 - 23			18 - 22			17 - 21			16 - 20		N\$ 5 100.00
Customer Care (Mariental)				28 - 01									N\$ 7 100.00
Presentation Skills			23 - 27						01 - 05			23 - 27	N\$ 5 100.00
Presentation Skills (Rundu)						22 - 26							N\$ 7 600.00
<b>REGIONAL AND LOCAL GOVERNMENT TRAININGS</b>													
Council Meeting Management	21 - 25			21 - 25			20 - 24			26 - 30			N\$ 5 100.00
Formulating Administrative Policy		26 - 30			04 - 08						23 - 27		N\$ 5 500.00
Formulating Administrative Policy (Eenhana)								24 - 28					N\$ 7 600.00
Solid Waste Management			02 - 06			01 - 05						02 - 06	N\$ 5 100.00
Solid Waste Management (Swakopmund)									01 - 05				N\$ 7 600.00
<b>DIPLOMACY TRAINING</b>													
Protocol & Etiquette	07 - 11			07 - 11			06 - 10			19 - 23			N\$ 5 500.00
<b>INFORMATION TECHNOLOGY TRAININGS</b>													
Microsoft Excel (Basic)				28 - 01	18 - 22		20 - 24		01 - 05		09 - 13		N\$ 4 500.00
Microsoft Excel (Intermediate)					11 - 15			17 - 21		26 - 30		23 - 27	N\$ 4 500.00
Microsoft Excel (Intermediate) (Mariental)						22 - 26							N\$ 7 600.00
Microsoft Excel (Advanced)						01 - 05				19 - 23		09 - 13	N\$ 5 100.00
Microsoft Excel (Advanced) (Ongwediva)								17 - 21					N\$ 7 600.00
* Basic, Intermediate and Advanced Excel training lasts five days. Participants can request any specific level based on their needs.													
Microsoft PowerPoint						15 - 19		10 - 14			16 - 20		N\$ 5 100.00

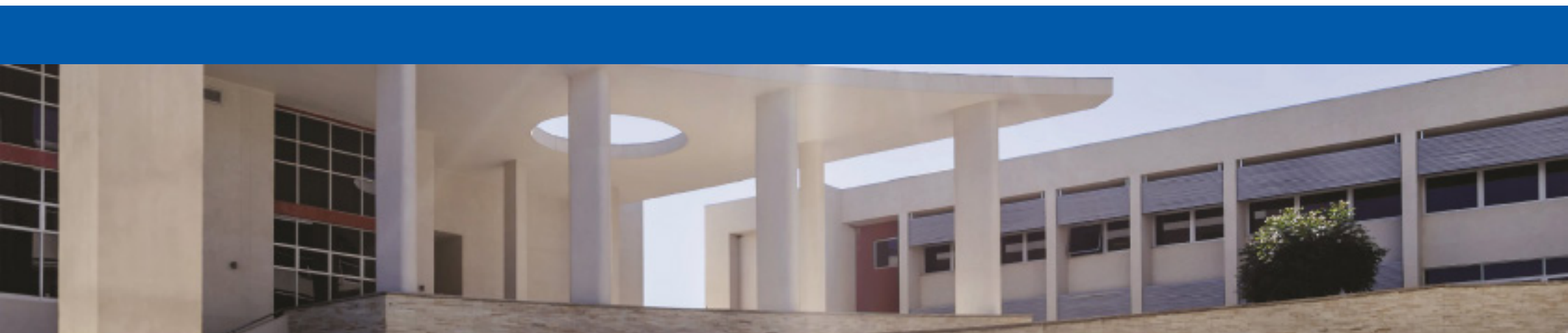
# Courses on Request

Course	Cost
<b>LEADERSHIP AND MANAGEMENT TRAINING</b>	
Corporate Governance Programme	N\$ 6 000.00
Councillor Development Programme	N\$ 20 000.00
Standing Rules and Orders for Regional Councils	N\$ 6 000.00
<b>HEALTH AND SAFETY MANAGEMENT TRAINING</b>	
Wellness Committee Training	N\$ 5 100.00
<b>FINANCE AND ACCOUNTING TRAININGS</b>	
Enterprise Risk Management	N\$ 5 500.00

Course	Cost
<b>REGIONAL AND LOCAL GOVERNMENT TRAININGS</b>	
Community Development	N\$ 5 100.00
Community Participation	N\$ 5 100.00
Environmental Management	N\$ 5 500.00
Revenue Enhancement Strategies	N\$ 5 100.00
Writing Standard and Operating Procedures	N\$ 5 100.00
Innovation and Creativity	N\$ 5 500.00

# Accredited Courses

Course	Dates	Cost
<b>Certificate in Public Sector Management (NQF Level 6)</b>	07-11 July 2025 (Module 1)	N\$ 32 000.00
	06-10 Oct 2025 (Module 2)	
	16-20 Feb 2026 (Module 3)	
	13-17 Apr 2026 (Module 4)	
<b>Certificate in Public Sector Management (NQF Level 7)</b>	14-18 July 2025 (Module 1)	N\$ 32 000.00
	13-17 Oct 2025 (Module 2)	
	23-27 Feb 2026 (Module 3)	
	13-17 Apr 2026 (Module 4)	
<b>Post Graduate Certificate in Public Sector Management (NQF Level 8)</b>	21-25 July 2025 (Module 1)	N\$ 32 000.00
	20-24 Oct 2025 (Module 2)	
	16-20 Feb 2026 (Module 3)	
	21-25 Apr 2026 (Module 4)	



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