

TRAINING CALENDAR

2026/27



NIPAM

QUARTER 1 (APRIL - JUNE 2026)

COURSE NAME	APR	MAY	JUN	COST (NAD)	VENUE
Management Development Course					
Supervisory Development Programme	13-17			5,100	NIPAM
Foundation Programme		18-22		4,500	NIPAM
Office Administration					
Business Writing Skills	20-24			5,100	NIPAM
Mastering Secretarial Skills (Office Admin)			01-05	5,100	NIPAM
Time Management and Productivity			08-12	5,500	NIPAM
Leadership and Management					
Leadership and Change Management			15-19	6,600	Otjiwarongo
Strategic Management	20-24			5,500	NIPAM
Emotional Intelligence		18-22		5,100	NIPAM
Corporate Governance			23-25	6,000	NIPAM
Standing Rules and Orders for Regional Councils	20-24			6,000	NIPAM
Coaching and Mentoring for Leaders and Managers		18-22		5,500	NIPAM
Culture Change for Public Servants			22-26	5,100	NIPAM
Human Resources					
Performance Management			22-26	5,500	NIPAM
Disciplinary Procedures/ conducting Disciplinary Hearings	13-17			5,500	NIPAM
Talent Management		18-22		5,500	NIPAM
Industrial and labour Relations Management			08-12	5,500	NIPAM

COURSE NAME	APR	MAY	JUN	COST (NAD)	VENUE
Health and Safety Management					
Occupational Health and Safety Management	13-17			5,100	NIPAM
Cleaning and Housekeeping		18-22		5,400	Walvis Bay
Mental Health			01-05	5,100	NIPAM
Finance and Accounting					
Finance for Non-Financial Managers			01-03	3,200	NIPAM
Procurement Management			22-26	5,100	NIPAM
Project Management					
Monitoring and Evaluation	20-24			5,100	NIPAM
Project Management			01-05	5,500	NIPAM
Business Process Re-engineering			15-19	5,500	NIPAM
Information Technology					
Cybersecurity Fundamentals			08-12	5,100	NIPAM
Artificial Intelligence (AI)	20-24			5,500	NIPAM
Digitilisation		18-22		5,100	NIPAM
Microsoft Excel (Basic level)		20-24		4,500	NIPAM
Microsoft Excel (Intermediate level)			15-19	4,500	NIPAM
Microsoft Excel (Advanced level)	06-10			5,100	NIPAM
Microsoft PowerPoint (advanced)			24-26	5,100	NIPAM
Client Relations					
Communication Skills	13-17			5,100	NIPAM
Customer Care		18-22		6,120	Opuwo
Presentation Skills			22-26	5,100	NIPAM
Regional and Local Government					
Council Meeting Management	20-24			5,100	NIPAM
Formulating Administrative Policies		18-22		5,500	NIPAM
Solid Waste Management			01-05	5,100	NIPAM
Diplomacy and Protocol					
Protocol and Etiquette	13-17			5,500	NIPAM
Archives and Record Management					
Record Management			22-26	5,100	NIPAM
Property Management Courses					
Property Portfolio Management Certificate	06-08	05-07	01-03	TBD	NIPAM
Sectional Title Management Certificate	09-10	11-12	04-05	TBD	NIPAM
Leasing and Letting Certificate	13-14	18-19	08-09	TBD	NIPAM
Regional and Local Government					
Revenue Enhancement Strategies			22-26	5,500	NIPAM

QUARTER 2 (JULY-SEPTEMBER 2026)

COURSE NAME	JUL	AUG	SEP	COST (NAD)	VENUE
Management Development					
Supervisory Development Course	13-17			6,120	Rundu
Foundation Course	20-24			5,400	Mariental
Office Administration					
Business Writing Skills		10-14		5,100	NIPAM
Mastering Secretarial Skills (Office Admin)		17-21		5,100	NIPAM
Time Management and Productivity	06-10			5,500	NIPAM
Leadership and Management Development					
Leadership and Change Management			14-18	5,500	NIPAM
Strategic Management	20-24			5,500	NIPAM
Corporate Governance			22-24	6,000	NIPAM
Board Induction	21-23			7,200	NIPAM
Board Effectiveness		05-06		6,000	NIPAM
Councilor Development	06-10			7,200	NIPAM
Emotional Intelligence		17-21		5,100	NIPAM
Standing Rules and Orders for Members of Parliament			14-18	6,000	NIPAM
Public Policy Development		17-21		5,500	NIPAM
Culture Change for Public Servants		10-14		5,100	NIPAM
Human Resources					
Performance Management	06-10			5,500	NIPAM
Disciplinary Procedures/ conducting Disciplinary Hearings	06-10			5,500	NIPAM
Talent Management		03-07		5,500	NIPAM
Industrial and labour Relations Management			07-11	5,500	NIPAM
Train -the- Trainer			31/08-04/09	5,100	NIPAM
Recruitment and Selection: Interviewing Skills	13-17			5,500	NIPAM
Wellness Committee Training		10-14		5,100	NIPAM
Learning and Development			31/08-04/09	5,100	NIPAM
Health and Safety Management					
Occupational Health and Safety Management		29/06-03/07		5,100	NIPAM
Cleaning and Housekeeping		03-07		4,500	NIPAM
Mental Health			07-11	5,100	NIPAM
Environmental Management	13-17			5,500	NIPAM

COURSE NAME	JUL	AUG	SEP	COST (NAD)	VENUE
Finance and Accounting					
Finance for Non-Financial Managers			14-16	3,200	NIPAM
Interprise Risk Management	27-29			5,500	NIPAM
Procurement Management			14-18	6,120	Swakopmund
Project Management					
Monitoring and Evaluation	06-10			5,500	NIPAM
Project Management		10-14		5,500	NIPAM
Business Process Re-engineering			14-18	5,500	NIPAM
Information Technology					
Cybersecurity Fundamentals	27-31			5,100	NIPAM
Artificial Intelligence (AI)			31/08-04/09	5,500	NIPAM
Microsoft Excel (basic level)	13-17			4,500	NIPAM
Microsoft Excel (intermediate level)		10-14		4,500	NIPAM
Microsoft Excel (advanced level)			21-25	5,100	NIPAM
Microsoft PowerPoint (basic)		19-20		4,500	NIPAM
Client Relations					
Communication Skills	13-17			5,100	NIPAM
Customer Care		17-21		5,100	NIPAM
Presentation Skills			21-25	5,100	NIPAM
Regional and Local Government					
Council Meeting Management	20-24			5,100	NIPAM
Formulating Administrative Policies		10-14		5,500	NIPAM
Solid Waste Management			07-11	5,100	NIPAM
Diplomacy Training					
Protocol and Etiquette	06-10			5,500	NIPAM
Property Management Courses					
Property Portfolio Management Certificate	01-03	03-05	01-03	TBD	NIPAM
Sectional Title Management Certificate	06-07	05-06	04 & 07	TBD	NIPAM
Leasing and Letting Certificate	08-09	10-11	08-09	TBD	NIPAM
Regional and Local Government					
Community Development			21-25	5,100	NIPAM
Innovation and Creativity	27-31			5,500	NIPAM



QUARTER 3 (OCTOBER- DECEMBER 2026)

COURSE NAME	OCT	NOV	DEC	COST (NAD)	VENUE
Management Development Programmes					
Supervisory Development Programme	19-23			5,100	NIPAM
Foundation Programme		02-06		4,500	NIPAM
Office Administration					
Business Writing Skills		16-20		6,120	Gobabis
Mastering Secretarial Skills (Office Admin)	19-23			5,100	NIPAM
Time Management and Productivity			30/11-04/12	5,500	NIPAM
Leadership and Management Training					
Leadership and Change Management		23-27		5,500	NIPAM
Strategic Management	12-16			5,500	NIPAM
Corporate Governance		23-25		6,000	NIPAM
Councilor Development	19-23			7,200	NIPAM
Emotional Intelligence	05-09			5,500	NIPAM
Standing Rules and Orders for Regional Councils		16-20		6,000	NIPAM
Knowledge Management	26-30			5,500	NIPAM
Culture Change for Public Servants		02-06		6,120	Katima Mulilo
Human Resources					
Performance Management		09-13		6,600	Keetmanshoop
Disciplinary Procedures/ conducting Disciplinary Hearings	05-09			5,100	NIPAM
Talent Management		02-06		5,500	NIPAM
Industrial and labour Relations Management			30/11-04/12	5,500	NIPAM
Health and Safety Management					
Occupational Health and Safety Management	05-10			5,100	NIPAM
Cleaning and Housekeeping		10-14		4,500	NIPAM
Mental Health	19-23			6,120	Oshakati
Disaster Risk Reduction and Climate Change		17-21		5,500	NIPAM
Finance and Accounting					
Finance for Non-Financial Managers		16-18		3,200	NIPAM
Procurement Management	19-23			5,100	NIPAM
Project Management					
Monitoring and Evaluation	05-09			5,100	NIPAM
Project Management		10-14		5,500	NIPAM
Business Process Re-engineering			14-18	5,500	NIPAM

COURSE NAME	OCT	NOV	DEC	COST (NAD)	VENUE
Information Technology					
Cybersecurity Fundamentals	05-09			5,100	NIPAM
Artificial Intelligence (AI)			30/11-04/12	5,500	NIPAM
Digitilisation		23-27		5,100	NIPAM
Microsoft Excel (basic level)	19-23			4,500	NIPAM
Microsoft Excel (intermediate level)		23-27		4,500	NIPAM
Microsoft Excel (advanced level)		10-14		5,100	NIPAM
Microsoft PowerPoint (advanced)		18-20		5,100	NIPAM
Client Relations					
Communication Skills	12-16			5,100	NIPAM
Customer Care		16-20		5,100	NIPAM
Presentation Skills			30/11-04/12	5,100	NIPAM
Regional and Local Government					
Council Meeting Management	19-23			5,100	NIPAM
Formulating Administrative Policies		23-27		5,500	NIPAM
Solid Waste Management			14-18	5,100	NIPAM
Diplomacy Protocol					
Protocol and Etiquette	05-09			5,500	NIPAM
Archives and Record Management					
Record Management		02-06		5,100	NIPAM
Property Management Courses					
Property Portfolio Management Certificate	01-02 & 05	02-04	01-03	TBD	NIPAM
Sectional Title Management Certificate	06-07	05-06	04 & 07	TBD	NIPAM
Leasing and Letting Certificate	08-09	09-10	08-09	TBD	NIPAM
Regional and Local Government					NIPAM
Community Participation	26-30			5,100	NIPAM
Writing Standards and Operating Procedures		23-27		5,100	NIPAM
Research					
Research Methodology		23-27		5,500	NIPAM



QUARTER 4 (JANUARY-MARCH 2026)

COURSE NAME	JAN	FEB	MAR	COST (NAD)	VENUE
Management Development					
Supervisory Development Programme	25-29	15-19		5,100	NIPAM
Foundation Programme				4,500	NIPAM
Office Administration					
Business Writing Skills			08-12	5,100	NIPAM
Mastering Secretarial Skills (Office Admin)		22-26		5,100	NIPAM
Time Management and Productivity			15-19	5,500	NIPAM
Leadership and Management					
Leadership and Change Management		08-12		5,500	NIPAM
Strategic Management	18-22			5,500	NIPAM
Corporate Governance			24-26	6,000	NIPAM
Board Induction		16-18		7,200	NIPAM
Board Effectiveness			10-11	6,000	NIPAM
Emotional Intelligence		01-05		5,100	NIPAM
Standing Rules and Orders for Members of Parliament			08-12	6,000	NIPAM
Public Policy Development		15-19		5,500	NIPAM
Culture Change for Public Servants	25-29				NIPAM
Human Resources					
Performance Management		15-19		5,500	NIPAM
Disciplinary Procedures/ conducting Disciplinary Hearings		15-19		5,500	NIPAM
Talent Management		01-05		5,500	NIPAM
Industrial and labour Relations Management			08-12	5,500	NIPAM
Train -the- Trainer	18-22			5,100	NIPAM
Recruitment and Selection : Interviewing Skills			15-19	5,500	NIPAM
Health and Safety Management					
Occupational Health and Safety Management		08-12		5,100	NIPAM
Mental Health		15-19		5,100	NIPAM
Cleaning and Housekeeping		08-12		4,500	NIPAM
Environmental Management	26-30			5,500	NIPAM
Finance and Accounting					
Finance for Non-Financial Managers			15-17	3,840	Ongwediva
Enterprise Risk Management	25-29			5,500	NIPAM

COURSE NAME	JAN	FEB	MAR	COST (NAD)	VENUE
Procurement Management		15-19		5,100	NIPAM
Project Management					
Monitoring and Evaluation		15-19		5,100	NIPAM
Project Management			01-05	5,500	NIPAM
Business Process Re-engineering			08-12	5,500	NIPAM
Information Technology					
Cybersecurity Fundamentals	25-29			6,120	Otjiwarongo
Artificial Intelligence (AI)			08-12	5,500	NIPAM
Microsoft Excel (basic level)		01-05		4,500	NIPAM
Microsoft Excel (intermediate level)			01-05	4,500	NIPAM
Microsoft Excel (advanced level)		25-29		5,100	NIPAM
Microsoft Powerpoint (basic)			08-10	5,100	NIPAM
Security Protocol and Risk		01-05		6,600	Swakopmund
Client Relations					
Communication Skills	25-29			5,100	NIPAM
Customer Care		22-26		5,100	NIPAM
Presentation Skills		15-19		5,100	NIPAM
Regional and Local Government					
Council Meeting Management	18-22			5,100	NIPAM
Formulating Administrative Policies		15-19		5,500	NIPAM
Solid Waste Management			08-12	5,100	NIPAM
Diplomacy and Protocol					
Protocol and Etiquette			01-05	6,600	Keetmanshoop



ACCREDITED PROGRAMMES

COURSE NAME	DATES				COST (NAD)
Postgraduate Certificate in Public Sector Management (NQF Level 8)	1-5 June 2026	20-24 July 2026	19-23 October 2026	15-19 February 2027	26,400
	Module 1	Module 2	Module 3	Module 4	
Certificate in Public Sector Management (NQF level 7)	1-5 June 2026	13-17 July 2026	12-16 October 2026	22-26 February 2027	24,200
	Module 1	Module 2	Module 3	Module 4	
Certificate in Public Sector Management (NQF level 6)	1-5 June 2026	06-10 July 2026	05-09 October 2026	15-19 February 2027	22,440
	Module 1	Module 2	Module 3	Module 4	

Note:

- Training fees both on and off campus exclude catering services
- Courses can also be delivered online

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

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

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