



SHORT LEARNING COURSES FEBRUARY AND MARCH 2018 CALENDAR

| Course Name | Fees (N\$) per delegate | February 2018 | March 2018 |
|---|----------------------------|------------------------|---------------|
| Communication Skills | 3,650.00 | | 5 - 9 March |
| Customer Service | 3,650.00 | 12 - 16 February | |
| Disciplinary Procedure | 3,650.00 | 19 - 23 February | |
| Finance for Non-Financial Managers | 5,200.00 | 19 - 23 February | |
| Foundation Programme | 3,650.00 | 12 - 16 February | |
| Leadership and Change Management | 6,500.00 | | 5 - 9 March |
| Business Writing Skills | 3,650.00 | | 12 - 16 March |
| Secretarial Skills | 3,650.00 | 12 - 16 February | |
| Monitoring and Evaluation | 5,200.00 | 19 - 23 February | |
| Business Process Reengineering | 6,500.00 | | 5 - 8 March |
| Project Management | 5,200.00 | | |
| Protocol and Etiquette | 5,200.00 | | 12 - 16 March |
| Performance Management | 5,200.00 | | 5 - 9 March |
| Recruitment Processes and Interviewing Skills | 3,650.00 | 12 - 16 February | |
| Records Management | 3,650.00 | 26 February - 02 March | |
| Strategic Management | 6,500.00 | 26 February - 02 March | |
| Supervisory Development Programme | 3,650.00 | 5 - 9 February | |
| Cleaning and House Keeping | 3,650.00 | 19 - 23 February | |
| COBIT Foundation | 5,800.00 | 19 - 23 February | 12 - 16 March |
| ITIL Foundation | 6,500.00 | 12 - 16 February | 5 - 9 March |

The course fees include VAT, study material, facilitation and attendance certificates. Please book with NIPAM cafeteria for meals. Certificates will be awarded to participants who have successfully completed the course.



For more information
contact:

Katoole Ipinge
Manager: Business Development
Tel: (061) 296 4798, 081 126 1628
email: kipinge@nipam.na