

MANPOWER TRAINING CALENDAR

MARCH - DECEMBER 2022



VISION

The training company of choice in optimizing the capacities of any organization's human resources.



MISSION

Using multifaceted approaches to address multidimensional aspects of employees, ranging from enhancing professional and interpersonal skills to creative thinking and sound leadership.



CORE VALUES

Diligence
Knowledge
Sound leadership
Partnering
Integrity



Manpower Development Centre specializes in the following courses. With a team of well qualified and dedicated professionals, our reputation precedes us of providing highly professional services and pertinent training efficiently and effectively by the use of integrated approaches that address multidimensional aspects of employees, ranging from imparting skills as well as enhancing professional and interpersonal skills to creative thinking and sound leadership. To attend any of our courses please request a Registration Form by telephone or sending an email, we will respond promptly.



Manpower promotes CPD for office professionals

Continuous Professional Development (CPD) is a planned trajectory for professionals to acquire, enhance and maintain knowledge and skills to keep abreast with professional dynamics simultaneously and help with career progression.

Our facilitation

CIPA Method

This integrated methodology is designed to provide participants with practical and results-oriented training;

Content Sessions, which transfer knowledge through presentations.

Illustration of content through case studies small group discussions and presentations.

Pactice of knowledge learned through 'real life' simulations.

Application of the knowledge learned through the development of Action Plans.

A test is written after every training. What cannot be tested cannot be trusted.

Please note

Prices are negotiable when booking more than 5 attendees.

Dates and venues may vary to suit client needs.

In-house training can be negotiated at a more reasonable price.



Tabs and laptops available on request.



keeping your standards high

MARCH 2022

DATE	COURSE	DAYS	VENUE
28 Feb– 03 Mar	Hygiene and Office Etiquette (Practical Training for Support Staff; Cleaners, Drivers and Messengers)	4 days	Windhoek/ Ongwediva
28 Feb– 02 Mar	Effective Planning and Time Management	3 days	Windhoek
28 Feb– 02 Mar	Emotional Intelligence	3 days	Windhoek
28 Feb– 02 Mar	Problem Solving and Decision Making	3 days	Windhoek
28 Feb– 02 Mar	Delegating for Success	3 days	Otjiwarongo
28 Feb– 02 Mar	Professional Public Speaking and Presentation Skills	3 days	Windhoek
28 Feb– 02 Mar	Customer Service and Communication Skills	3 days	Otjiwarongo
28 Feb– 02 Mar	Strategic Marketing and Sales Management	3 days	Windhoek
28 Feb– 02 Mar	Voice Coaching	3 days	Windhoek
28 Feb– 04 Mar	Hazard Identification and Risk Assessment	5 days	Windhoek
28 Feb– 04 Mar	Good Corporate Governance	5 days	Swakopmund
28 Feb– 04 Mar	Staff Performance, Appraisal and Evaluation Techniques	5 days	Swakopmund/ Ongwediva
28 Feb– 04 Mar	Advanced Computer Skills for Administrative (Office) Professionals	5 days	Otjiwarongo
28 Feb– 04 Mar	Transport Management	5 days	Windhoek
28 Feb– 04 Mar	Diplomatic Protocol and Etiquette	5 days	Windhoek / Swakopmund
28 Feb– 02 Mar	Customer Service and Communication Skills	3 days	Otjiwarongo
04 March	Thought Leadership	1 day	Windhoek

07 – 11 Mar			
	Budgeting and Finance for Non-Finance Managers	5 days	Windhoek/ Swakopmund
07 – 11 Mar	Monitoring and Evaluation of Projects	5 days	Windhoek
07 – 11 Mar	Training of Trainers	5 days	Otjiwarongo
07 – 11 Mar	English Language (Business Fundamentals)	5 days	Windhoek
07 – 11 Mar	Website Development and Management	5 days	Windhoek
07 – 11 Mar	Renewable Energy and Sustainability	5 days	Swakopmund
07 – 11 Mar	Digital Marketing (e-Marketing)	5 days	Otjiwarongo
07 – 11 Mar	Legal Writing	5 days	Windhoek
09 – 11 Mar	Diversity Management	3 days	Windhoek
09 – 11 Mar	Business Development Principles	3 days	Windhoek
09 – 11 Mar	Customer Relationship Management	3 days	Windhoek
09 – 11 Mar	Customer Service and Communication Skills	3 days	Windhoek
09 – 11 Mar	Managing Alcohol and Drug Abuse	3 days	Otjiwarongo
09 – 11 Mar	Problem Solving and Decision Making Skills	3 days	Otjiwarongo
14 – 16 Mar	Hygiene and Office Etiquette (Practical Training for Support Staff; Cleaners, Drivers and Messengers)	3 days	Windhoek
14 – 16 Mar	Advanced Protocol and Diplomatic Etiquette	3 days	Windhoek
14 – 16 Mar	Personal Planning and Goal Setting	3 days	Windhoek
14 – 16 Mar	Selling Techniques	3 days	Windhoek
14 – 16 Mar	SPSS for Researchers	3 days	Windhoek
14 – 16 Mar	Successful Entrepreneurship	3 days	Windhoek
14 – 16 Mar	Customer Care for Call Centre Agents	3 days	Windhoek

14 – 25 Mar	Security Management Level 1 (ARC Accredited)	2 weeks	London/ Windhoek
14 – 25 Mar	Hazard Identification and Risk Assessment (ARC Accredited)	2 weeks	London/ Windhoek
14 – 25 Mar	Strategic HR Management	2weeks	Swakopmund
14 – 25 Mar	Translation and Interpretation Training (Portuguese to English)	2 weeks	Windhoek
14 – 25 Mar	Security Coordination, Design and Management (ARC Accredited)	2 weeks	London/ Windhoek
14 – 25 Mar	Security Practices and Operations (ARC Accredited)	2 weeks	London/ Windhoek
14 – 25 Mar	Criminology and Security (ARC Accredited)	2 weeks	London/ Windhoek
14 – 25 Mar	HABC Level 1 Award in Fire Safety Awareness (ARC Accredited)	2 weeks	London/ Windhoek
14 – 18 Mar	Effective Planning and Time Management	3 days	Windhoek
14 – 18 Mar	Strategic Business Unit Planning	3 days	Ongwediva
14 – 18 Mar	Crisis and Conflict Management	3 days	Oshakati/ Swakopmund
14 – 18 Mar	Excel (Basic and Intermediate)	3 days	Swakopmund
14 – 18 Mar	Selling Techniques	3 days	Windhoek/ Swakopmund
14 – 18 Mar	Essential Marketing Skills	3 days	Windhoek
14 – 18 Mar	Event Planning and Management	3 days	Windhoek
14 – 18 Mar	Writing Successful Business Plans	3 days	Windhoek
14 – 18 Mar	Supervisory Skills	3 days	Swakopmund
14 – 18 Mar	Labour Relations	3 days	Ongwediva/ Windhoek
14 – 18 Mar	Basic Sign Language Training	3 days	Swakopmund/ Windhoek

22 – 24 Mar	Induction and Orientation	3 days	Windhoek
22 – 24 Mar	Reception Etiquette	3 days	Windhoek
22 – 24 Mar	Report Writing	3 days	Otjiwarongo
22 – 25 Mar	Defensive Driving and Driver Etiquette	4 days	Windhoek
22 – 25 Mar	Public Procurement Process and Management	4 days	Windhoek
22 – 25 Mar	Archives and Records Management	4 days	Windhoek
22 – 25 Mar	Project Management	4 days	Swakopmund
22 – 25 Mar	Property and Building Inspection	4 days	Windhoek
22 – 25 Mar	SPSS for Research	4 days	Windhoek
22 – 25 Mar	Marketing and Selling Techniques	4 days	Walvis Bay
22 – 25 Mar	Executive Secretarial Skills	4 days	Walvis Bay

APRIL 2022

DATE	COURSE	DAYS	VENUE
28 Mar - 01Apr			
	Defensive Driving and Driver Etiquette	5 days	Windhoek
	Public Procurement Process and Management	5 days	Windhoek
	Archives and Records Management	5 days	Windhoek
	Project Management	5 days	Swakopmund
	Property and Building Inspection	5 days	Windhoek
	SPSS for Research	5 days	Windhoek
	Marketing and Selling Techniques	5 days	Walvis Bay
28 Mar - 01Apr	Executive Secretarial Skills	5 days	Walvis Bay
04 – 06 Apr	Interview Techniques and Effective Hiring	3 days	Windhoek
04 – 06 Apr	Customer Care	3 days	Ongwediva / Swakopmund
04 – 06 Apr	Writing Successful Business Plans	3 days	Windhoek
04 – 06 Apr	Business Writing and Communication Skills for Office Administrators	3 days	Windhoek
04 – 06 Apr	Negotiation Skills	3 days	Otjiwarongo
04 – 06 Apr	Strategic Marketing	3 days	Windhoek
04 – 06 Apr	Training of Trainers	3 days	Windhoek/ Swakopmund
04 – 06 Apr	Disciplinary, Hearing and Grievance Handling	3 days	Oshakati/ Swakopmund
04 – 06 Apr	Social Media Management	3 days	Windhoek
04 – 06 Apr	Strategic Management for Managers and Leaders	3 days	Windhoek
04 – 06 Apr	Corruption Control and Public Sector Procurement	3 days	Windhoek

04 – 06 Apr	Switchboard Operations and Reception Skills	3 days	Swakopmund
04 – 06 Apr	Introduction to Records Management	3 days	Windhoek
04 – 06 Apr	Hygiene and Office Etiquette (Practical Training for Support Staff; Cleaners, Drivers and Messengers)	3 days	Windhoek/ Ongwediva
04 April	Leading Productive Meetings	1 day	Windhoek
04 – 08 Apr	Inventory Management and Stock Control	5 days	Swakopmund
04 – 08 Apr	Advanced Protocol and Diplomatic Etiquette	5 days	Windhoek
04 – 08 Apr	Supervisory Skills	5 days	Windhoek
04 – 08 Apr	Strategic Management	5 days	Windhoek
04 – 08 Apr	Finance for Nonfinancial Managers	5 days	Windhoek
04 – 08 Apr	5 Day MBA for Administrative Professionals	5 days	Windhoek
04 – 08 Apr	Managing Gender Based Violence (GBV)	5 days	Harare
04 – 08 Apr	Customer Care	5 days	Harare
04 – 08 Apr	Urban Agriculture and Land Use	5 days	Harare
04 – 08 Apr	Graphic Designing	5 days	Windhoek
04 – 08 Apr	Defensive Driving and Driver Etiquette (Accredited 12 months Certification)	5 days	Windhoek
04 – 08 Apr	Landscape and Grounds Management	5 days	Windhoek
04 – 08 Apr	AutoCAD Essentials	5 days	Windhoek
11 – 13 Apr	Reception Etiquette	3 days	Otjiwarongo
11 – 13 Apr	Leadership Skills for Supervisors	3 days	Ongwediva/ Otjiwarongo
11 – 13 Apr	Effective Management Skills for Administrative (Office) Professionals	3 days	Otjiwarongo
11 – 13 Apr	Grooming, Deportment and Professionalism	3 days	Windhoek

11 – 14 Apr	Microsoft Excel (Basic and Intermediate)	4 days	Windhoek
11 – 14 Apr	Customer Service and Communication Skills	4 days	Ongwediva
11 – 14 Apr	Change Management	4 days	Windhoek
11 – 13 Apr	Minute Taking	3 days	Windhoek
11 – 13 Apr	Customer Care	3 days	Swakopmund
11 – 13 Apr	Report Writing	3 days	Windhoek
11 – 14 Apr	Budgeting and Finance for Nonfinancial Executives	4 days	Windhoek
11 – 14 Apr	Leading Change for Success Outcomes	4 days	Swakopmund
11 – 22 Apr	Security Management Level 1 (ARC Accredited)	2 weeks	London/ Windhoek
11 – 22 Apr	Risk Management (Basic) (ARC Accredited)	2 weeks	London/ Windhoek
11 – 22 Apr	Occupational Health and Safety (ARC Accredited)	2 weeks	London/ Windhoek
11 – 22 Apr	HABC Level 1 Award in Fire Safety Awareness (ARC Accredited)	2 weeks	London/ Windhoek
11 – 22 Apr	Quality Control and Quality Assurance (ARC Accredited)	2 weeks	London/ Windhoek
11 – 22 Apr	Reid Technique of Investigative Interviewing and Interrogation (ARC Accredited)	2 weeks	London/ Windhoek
18 – 21 Apr	Hygiene and Office Etiquette (Practical Training for Support Staff; Cleaners, Drivers and Messengers)	4 days	Windhoek
18 – 22 Apr	Natural Resource Management	5 days	Swakopmund
18 – 22 Apr	Sustainable Aquaculture	5 days	Swakopmund
18 – 22 Apr	Transport Management	5 days	Windhoek
18 – 22 Apr	Basic Computer Skills	5 days	Windhoek

18 – 22 Apr	Advanced Computer Skills	5 days	Windhoek
18 – 22 Apr	Pastel (Introduction and Principles)	5 days	Windhoek
18 – 22 Apr	Basic Sign Language Training	5 days	Swakopmund
18 – 22 Apr	Website Development and Management	5 days	Windhoek
18 – 22 Apr	Affirmative Action	5 days	Windhoek
18 – 22 Apr	Strategic Marketing and Sales Management	5 days	Windhoek
18 – 22 Apr	Business Writing and Communication Skills for Office Administrators	5 days	Otjiwarongo
18 – 22 Apr	Tendering and Tender Procedures	5 days	Oshakati/ Windhoek
18 – 22 Apr	Public Policy Analysis, Formulation and Management	5 days	Swakopmund
25 – 29 Apr	Basic Accounting	5 days	Windhoek
25 – 29 Apr	Managing Accounts Payables and Accounts Receivables	5 days	Windhoek
25 – 29 Apr	Environmental Management Systems	5 days	Windhoek
25 – 29 Apr	Property and Building Inspection	5 days	Windhoek
25 – 29 Apr	Email, Website and Social Media Management (Galaxy Tab included)	5 days	Swakopmund
25 – 28 Apr	Business Writing	4 days	Windhoek
25 – 28 Apr	Customer Service	4 days	Windhoek
25 – 28 Apr	Communication Skills	4 days	Windhoek
25 – 28 Apr	Budgeting Principles	4 days	Windhoek
25 – 28 Apr	Time Management	4 days	Windhoek
25 – 29 Apr	Microsoft Excel (Basic and Intermediate)	5 days	Swakopmund

MAY 2022

DATE	COURSE	DAYS	VENUE
09 – 13 May	Microsoft Excel (Basic, Intermediate and Advanced)	5 days	Windhoek
09 – 13 May	Finance for Non Finance Managers	5 days	Windhoek
09 – 13 May	Human Resources Management	5 days	Windhoek
09 – 13 May	Special Education for People working with Special Children	5 days	Harare
09 – 13 May	Organizational Behavior	5 days	Otjiwarongo
09 – 13 May	Business English	5 days	Windhoek
09 – 13 May	Occupational Health and Safety	5 days	Windhoek
09 – 13 May	Minute Taking and Report Writing	5 days	Otjiwarongo
09 – 13 May	Fleet Operations, Maintenance Management	5 days	Windhoek/ Swakopmund
09 – 13 May	Advanced Computer Skills	5 days	Windhoek/ Ongwediva
09 – 13 May	Monitoring and Evaluation of Projects	5 days	Windhoek/ Swakopmund
09 – 13 May	Inventory Management and Stock Controlling	5 days	Windhoek
09 – 13 May	Frontline Management	5 days	Windhoek
09 – 13 May	Supervisory Skills	5 days	Windhoek
09 – 13 May	5 Day MBA for Administrative Professionals	5 days	Windhoek / Swakopmund
09 – 13 May	Preretirement and Counseling	5 days	Windhoek
09 – 13 May	Counselling and Psychology	5 days	Windhoek
16 – 18 May	Grooming, Deportment and Professionalism	3 days	Windhoek

16 – 18 May	Financing for the Future	3 days	Windhoek/ Swakopmund
16 – 18 May	Occupational Health and Safety	3 days	Windhoek
16 – 18 May	Public Speaking and Presentation Skills	3 days	Windhoek
16 – 18 May	Finance for Nonfinancial Managers	3 days	Swakopmund
16 – 18 May	Tendering and Tender Procedures	3 days	Windhoek
16 – 18 May	Strategic Management for Leaders	3 days	Windhoek
16 – 18 May	Protocol and Etiquette Training	3 days	Windhoek
16 – 18 May	Policy Formulation and Implementation	3 days	Windhoek
16 – 18 May	Managing Alcohol and Drug Abuse	3 days	Windhoek
16 – 18 May	Successful Sales Techniques	3 days	Swakopmund
16 – 18 May	Assertiveness Skills	3 days	Windhoek
16 – 18 May	Affirmative Action	3 days	Walvis Bay
16 – 18 May	Managing Alcohol and Drug Abuse	3 days	Windhoek
16 – 20 May	Professional Public Speaking and Presentation Skills	5 days	Windhoek
16 – 20 May	Successful Sales Techniques	5 days	Swakopmund
16 – 20 May	Assertiveness Skills	5 days	Windhoek
16 – 20 May	Diversity Management	5 days	Swakopmund
16 – 20 May	Conflict Management & Workplace Diplomacy	5 days	Swakopmund
16 – 20 May	Stress and Anger Management	5 days	Swakopmund
16 – 20 May	Communication Skills	5 days	Swakopmund

JUNE 2022

DATE	COURSE	DAYS	VENUE
30May–03 Jun			
	Defensive Driving and Driver Etiquette	5 days	Windhoek
	Microsoft Excel	5 days	Windhoek
	Project Management	5 days	Swakopmund
	Security Operations Management	5 days	Windhoek
	Human Resources Management	5 days	Windhoek
	Microsoft Projects	5 days	Windhoek
	Event Management, Protocol and Diplomacy	5 days	Windhoek
	SPSS for Researchers	5 days	Windhoek
	Advanced Computers	5 days	Otjiwarongo
	English Language (Business Fundamentals)	5 days	Windhoek
	Demography Studies	5 days	Windhoek
	Property and Building Inspection	5 days	Windhoek
	Environmental Management Systems	5 days	Otjiwarongo
	Training of Trainers	5 days	Walvis Bay
06 – 08 June	Customer Service and Communication Skills	3 days	Walvis Bay
06 – 08 June	Receptionist Skills	3 days	Otjiwarongo
06 – 08 June	Persuasive Selling and Closing Techniques	3 days	Windhoek
06 – 10 June	Defensive Driving and Driver Etiquette	5 days	Windhoek/ Swakopmund
06 – 10 June	Pastel (Introduction and Principles)	5 days	Windhoek

06 – 10 June	Quality Control and Quality Assurance	5 days	Otjiwarongo
06 – 10 June	HIV/AIDS and Reproductive Health	5 days	Harare
06 – 10 June	GBV, Stress Management and Emotional Intelligence	5 days	Windhoek
06 – 10 June	Population Studies and Statistics	5 days	Windhoek
06 – 10 June	Basic Computer Skills	5 days	Windhoek
06 – 10 June	Website Development and Management	5 days	Windhoek
13 – 15 June	Grooming, Deportment and Professionalism	3 days	Windhoek
13 – 15 June	Emotional Intelligence	3 days	Windhoek
13 – 15 June	Report Writing	3 days	Otjiwarongo/ Ongwediva
13 – 15 June	CISCO CCNA	5 days	Windhoek
13 – 16 June	Hygiene and Office Etiquette (Practical Training for Support Staff; Cleaners, Drivers and Messengers)	4 days	Walvis Bay/ Otjiwarongo/ Windhoek
13 – 17 June	Affirmative Action	5 days	Windhoek
13 – 17 June	Microsoft Excel (Basic & Intermediate)	5 days	Windhoek
13 – 17 June	Prince 2 Foundation	5 days	Windhoek
13 – 17 June	Finance for Non-Finance Managers	5 days	Ongwediva
13 – 17 June	Training Needs Analysis	5 days	Windhoek
13 – 17 June	Occupational Health and Safety	5 days	Windhoek
13 – 17 June	Property and Building Inspection	5 days	Windhoek
13 – 17 June	Inventory Management and Stock Controlling	5 days	Otjiwarongo
13 – 17 June	Advanced Computer Skills for Office Administrators	5 days	Windhoek

20 – 24 June	HR for Office Professionals	5 days	Windhoek
20 – 24 June	Supervisory Skills	5 days	Swakopmund Ongwediva
20 – 24 June	Defensive Driving and Driver Etiquette	5 days	Windhoek
20 – 24 June	Occupational Health and Safety	5 days	Windhoek
20 – 24 June	Health Service, Planning and Management	5 days	Otjiwarongo
20 – 24 June	Protection Against Explosive Devices	5 days	Swakopmund
20 – 24 June	Advanced Computer Skills for Administrative Professionals	5 days	Windhoek
20 – 24 June	Inventory Management and Stock Control	5 days	Otjiwarongo
20 – 24 June	Professional Public Speaking and Presentation Skills	5 days	Windhoek
20 – 24 June	Emotional Intelligence	5 days	Windhoek
20 – 24 June	Grooming, Deportment and Professionalism	5 days	Swakopmund
27Jun-01Jul	Archives and Records Management	5 days	Windhoek
27Jun-01Jul	Writing Successful Business Plans	5 days	Windhoek
27Jun-01Jul	Business Writing and Communication Skills for Office Administrators	5 days	Otjiwarongo
27Jun-01Jul	Human Resources for Office Professionals	5 days	Windhoek/ Oshakati
27Jun-01Jul	Disciplinary Procedures and Grievance Handling	5 days	Windhoek/ Oshakati
27Jun-01Jul	Project Management	5 days	Otjiwarongo
27Jun-01Jul	Tendering and Tender Procedures	5 days	Swakopmund
27Jun-01Jul	Occupational Health	5 days	Swakopmund
27Jun-01Jul	Customer Care	5 days	Otjiwarongo
27Jun-01Jul	Quality Control and Quality Assurance	5 days	Windhoek

JULY 2022

DATE	COURSE	DURATION	VENUE
04 – 08 Jul			
	Executive Secretarial Skills	5 days	Windhoek
	5 Day MBA for Administrative Professionals	5 days	Windhoek / Swakopmund
	Recruitment and Selection	5 days	Otjiwarongo
	Occupational Health and Safety	5 days	Windhoek
	Health Service, Planning and Management	5 days	Otjiwarongo
	Protection Against Explosive Devices	5 days	Swakopmund
	Advanced Computer Skills for Administrative Professionals	5 days	Windhoek
	Inventory Management and Stock Control	5 days	Otjiwarongo
	Professional Public Speaking and Presentation Skills	3 days	Windhoek
04 – 06 Jul	Emotional Intelligence	3 days	Windhoek
04 – 06 Jul	Grooming, Deportment and Professionalism	3 days	Swakopmund
04 – 08 Jul	Hygiene and Office Etiquette (Practical Training for Support Staff; Cleaners, Drivers and Messengers)	5 days	Windhoek/ Otjiwarongo
11 – 15 Jul	Quickbooks Pro 2016	5 days	Windhoek
11 – 15 Jul	Prince 2 Foundation Course	5 days	Windhoek
11 – 15 Jul	5 Day MBA for Administrative Professionals	5 days	Windhoek / Swakopmund
11 – 15 Jul	Solid Waste Disposal and Management	5 days	Ongwediva/ Swakopmund
11 – 15 Jul	English Language (Business Fundamentals)	5 days	Ongwediva/ Windhoek

11 – 15 Jul	Quality Control and Quality Assurance	5 days	Windhoek
11 – 15 Jul	Finance for Non-Finance Managers	5 days	Windhoek
11 – 15 Jul	Project Management	5 days	Swakopmund
11 – 14 Jul	Hygiene and Office Etiquette (Practical Training for Support Staff; Cleaners, Drivers and Messengers)	4 days	Windhoek/ Otjiwarongo
11 – 15 Jul	First Aid Training	5 days	Windhoek/ Otjiwarongo
11 – 15 Jul	Occupational Health and Safety	5 days	Windhoek
18 – 20 Jul	Effective Planning and Time Management	3 days	Windhoek
18 – 20 Jul	Emotional Intelligence	3 days	Windhoek
18 – 20 Jul	Professional Public Speaking and Presentation Skills	3 days	Windhoek
18 – 22 Jul	Defensive Driving and Driver Etiquette (Accredited Certification)	5 days	Windhoek/ Swakopmund
18 – 22 Jul	AutoCAD Essentials	5 days	Windhoek
18 – 22 Jul	ITIL Foundation	5 days	Windhoek
18 – 22 Jul	Property and Building Inspection Training	5 days	Windhoek
18 – 22 Jul	Hospitality Management	5 days	Otjiwarongo
18 – 22 Jul	Affirmative Action	5 days	Windhoek
18 – 22 Jul	Tendering and Tender Procedures	5 days	Otjiwarongo
18 – 22 Jul	Business Writing and Communication Skills for Office Administrators	5 days	Ongwediva
18 – 22 Jul	Occupational Health	5 days	Otjiwarongo
18 – 20 Jul	Persuasive Selling and Closing Techniques	3 days	Windhoek
18 – 22 Jul	Basic Computer Skills	5 days	Otjiwarongo

18 – 22 Jul	Linux Essentials	5 days	Windhoek
18 – 22 Jul	Internet Marketing (e-Marketing)	5 days	Otjiwarongo
25 – 29 Jul	Management Development Programme For Senior Managers (Galaxy Tab included)	5 days	Harare
25 – 29 Jul	Conflict Management & Diplomacy	5 days	Windhoek
25 – 29 Jul	Fleet Operations, Maintenance and Management	5 days	Windhoek
25 – 29 Jul	Human Resources Management	5 days	Windhoek
25 – 29 Jul	Filing & Records Management	5 days	Windhoek
25 – 29 Jul	Financial Risk Management	5 days	Windhoek
25 – 29 Jul	Executive Secretarial Skills	5 days	Otjiwarongo
25 – 29 Jul	Local Authorities Resources Mobilization and Management	5 days	Swakopmund
25 – 29 Jul	Graphic Designing & Copywriting	5 days	Walvis Bay
25 – 29 Jul	Microsoft Projects	5 days	Windhoek
25 – 29 Jul	Project Management Principles	5 days	Windhoek
25 – 29 Jul	Advanced Computer Skills	5 days	Otjiwarongo
25 – 29 Jul	Microsoft Excel (Basic & Intermediate)	5 days	Otjiwarongo
25 – 29 Jul	Supervisory Skills	5 days	Walvis Bay
25 – 29 Jul	Staff Performance, Appraisals and Evaluation Techniques	5 days	Windhoek
25 – 29 Jul	Email, Website and Social Media Management (Galaxy Tab included)	5 days	Swakopmund
25 – 29 Jul	Safety Health Management	5 days	Walvis Bay
25 – 29 Jul	Fire Fighting Training	5 days	Swakopmund

25 – 29 Jul			
	Monitoring and Evaluation of Projects	5 days	Windhoek
	Minute Taking and Report Writing	5 days	Otjiwarongo
	Electronic Records Management and Document Compliance	5 days	Windhoek Swakopmund
	SPSS for Researchers	5 days	Windhoek
	Basic Sign Language	5 days	Swakopmund
30 Jul	Motivation at Work	1 day	Windhoek

AUGUST 2022

DATE	COURSE	DURATION	VENUE
01 – 05 Aug			
	English Language (Business Fundamentals)	5 days	Windhoek/ Ongwediva
	Pastel (Introduction and Principles)	5 days	Windhoek
	Website Development and Management	5 days	Windhoek
	Solid Waste Disposal and Management	5 days	Windhoek
	Landscape and Grounds Management	5 days	Windhoek
	Natural Resource Management	5 days	Ongwediva
	Planning for Success	5 days	Walvis Bay
	Stress, Anger and Conflict Management	5 days	Otjiwarongo
	Hygiene and Office Etiquette (Practical Training for Support Staff; Cleaners, Drivers and Messengers)	4 days	Windhoek/ Walvis Bay
	Reception Etiquette and Customer Service	3 days	Otjiwarongo
	Interviewing Skills	3 days	Windhoek
	Professional Public Speaking and Presentation Skills	3 days	Windhoek
	Emotional Intelligence	3 days	Swakopmund
	Persuasive Selling and Closing Techniques	3 days	Windhoek
	5 Day MBA for Administrative Professionals	5 days	Windhoek / Swakopmund
	Affirmative Action	5 days	Windhoek
	Microsoft Excel (Basic & Intermediate)	5 days	Windhoek
08 – 12 Aug	Prince 2 Foundation	5 days	Windhoek

08 – 12 Aug			
	Finance for Non-Finance Managers	5 days	Ongwediva
08 – 12 Aug	Training Needs Analysis	5 days	Windhoek
08 – 12 Aug	Occupational Health and Safety	5 days	Windhoek
08 – 12 Aug	Property and Building Inspection	5 days	Windhoek
08 – 12 Aug	Inventory Management and Stock Controlling	5 days	Otjiwarongo
08 – 12 Aug	Advanced Computer Skills for Office Administrators	5 days	Windhoek
08 – 12 Aug	HR for Office Professionals	5 days	Windhoek
08 – 12 Aug	Supervisory Skills	5 days	Swakopmund Ongwediva
08 – 12 Aug	Defensive Driving and Driver Etiquette	5 days	Windhoek
08 – 12 Aug	Disciplinary, Hearing and Grievance Handling	5 days	Windhoek
08 – 12 Aug	First Aid Training	5 days	Otjiwarongo
08 – 12 Aug	English Language (Business Fundamentals)	5 days	Windhoek
08 – 12 Aug	Microsoft Excel (Basic and Intermediate)	5 days	Swakopmund
15 – 17 Aug	Voice Coaching	3 days	Windhoek
15 – 17 Aug	Mentoring and Coaching	3 days	Windhoek
15 – 19 Aug	Microsoft SharePoint 2012 Essentials	5 days	Windhoek
15 – 19 Aug	Business Writing and Communication Skills for Office Administrators	5 days	Windhoek
15 – 19 Aug	Renewable Energy and Sustainability	5 days	Ongwediva/ Windhoek
15 – 19 Aug	Brand Development and Management	5 days	Windhoek
15 – 19 Aug	Training of Trainers	5 days	Swakopmund
15 – 19 Aug	Tendering and Tender Procedures	5 days	Otjiwarongo

15 – 19 Aug	Electronic Records Management and Document Compliance	5 days	Windhoek
15 – 19 Aug	HR and Business Strategy	5 days	Otjiwarongo
15 – 19 Aug	Environmental Impact Assessment	5 days	Swakopmund
15 – 19 Aug	Basic Computer Skills	5 days	Windhoek
15 – 19 Aug	Supply Chain Management	5 days	Windhoek
15 – 19 Aug	Microsoft Excel (Basic & Intermediate)	5 days	Walvis Bay
15 – 19 Aug	Filing and Records Management	5 days	Windhoek
22 – 25 Aug	Advanced Computer Skills	4 days	Windhoek
22 – 25 Aug	Basic Sign Language	4 days	Swakopmund
22 – 25 Aug	5 Day MBA for Administrative Professionals	4 days	Swakopmund
22 – 25 Aug	Performance Management	4 days	Otjiwarongo
22 – 25 Aug	Reception Etiquette and Customer Service	4 days	Otjiwarongo
22 – 25 Aug	Interpersonal and Relationship Management	4 days	Windhoek
22 – 25 Aug	Organizational Behavior	4 days	Walvis Bay
22 – 25 Aug	Public Procurement Process and Management	4 days	Otjiwarongo
22 – 25 Aug	AutoCAD Essentials	4 days	Windhoek
29 – 31 Aug	Telephone Etiquette	3 days	Windhoek
29 – 31 Aug	Job Induction for Supervisors	3 days	Windhoek
29Aug–02Sep	Diplomatic Protocol and Etiquette	5 days	Windhoek / Swakopmund
29Aug–02Sep	Archives and Records Management	5 days	Windhoek
29Aug–02Sep	Fleet Operations, Maintenance and Management	5 days	Otjiwarongo
29Aug–02Sep	Inventory Management and Stock Controlling	5 days	Otjiwarongo

29Aug–02Sep	GRN Labourers Effectiveness and Technical Competence	5 days	Otjiwarongo
29Aug–02Sep	Pre-Retirement and Counselling	5 days	Windhoek/ Swakopmund
29Aug–02Sep	Judicial Case Management	5 days	Windhoek

SEPTEMBER 2022

DATE	COURSE	DAYS	VENUE
05 – 09 Sep			
	AutoCAD Essentials	5 days	Windhoek
	Minute Taking and Report Writing	5 days	Otjiwarongo/ Windhoek
	Diplomatic Protocol and Etiquette	5 days	Windhoek / Swakopmund
	Archives and Records Management	5 days	Windhoek
	Fleet Operations, Maintenance and Management	5 days	Otjiwarongo
	Inventory Management and Stock Controlling	5 days	Otjiwarongo
	GRN Labourers Effectiveness and Technical Competence	5 days	Otjiwarongo
	Pre-Retirement and Counselling	5 days	Windhoek/ Swakopmund
	Judicial Case Management	3 days	Windhoek
	Telephone Etiquette	3 days	Windhoek
	Job Induction for Supervisors	3 days	Windhoek
	ITIL Foundation	5 days	Windhoek
	Microsoft Excel	5 days	Windhoek

12 – 16 Sep	5 Day MBA for Administrative Professionals	5 days	Windhoek / Swakopmund
12 – 16 Sep	Property and Building Inspection	5 days	Windhoek
12 – 16 Sep	Occupational Health and Safety	5 days	Windhoek
12 – 16 Sep	Leadership Development Programme (Includes Tab)	5 days	Swakopmund
12 – 16 Sep	Media Marketing and Advertising	5 days	Windhoek
12 – 16 Sep	Project Management	5 days	Swakopmund
12 – 16 Sep	Electronic Records Management and Document Compliance	5 days	Windhoek
12 – 16 Sep	Stress, Anger and Conflict Management	5 days	Otjiwarongo
12 – 16 Sep	Finance for Non-Finance Managers	5 days	Walvis Bay
12 – 16 Sep	Affirmative Action	5 days	Windhoek
12 – 15 Sep	Hygiene and Office Etiquette (Practical Training for Support Staff; Cleaners, Drivers and Messengers)	4 days	Ongwediva Windhoek
12 – 16 Sep	Strategic Management for Leaders	5 days	Swakopmund
12 – 16 Sep	Microsoft Projects	5 days	Windhoek
12 – 16 Sep	Business Development Principles	5 days	Otjiwarongo
19 – 23 Sep	English Language (Business Fundamentals)	5 days	Windhoek
19 – 23 Sep	Quality Control and Quality Assurance	5 days	Ongwediva
19 – 23 Sep	Customer Care and Communication	5 days	Windhoek
19 – 23 Sep	Transformational Leadership and Change Management (Tab Included)	5 days	Harare
19 – 21 Sep	Effective Planning and Time Management	3 days	Windhoek

19 – 21 Sep	Professional Public Speaking and Presentation Skills	3 days	Windhoek
19 – 21 Sep	Persuasive Selling and Closing Techniques	3 days	Windhoek
19 – 23 Sep	Prince 2 Foundation	5 days	Windhoek
19 – 23 Sep	Email, Website and Social Media Management (Tab included)	5 days	Windhoek
19 – 23 Sep	Advertising and Brand Management	5 days	Walvis Bay
26 – 30 Sep	Staff Performance, Appraisals and Evaluation Techniques	5 days	Windhoek
26 – 30 Sep	Executive Secretarial Skills	5 days	Swakopmund
26 – 30 Sep	Land Use and Global Change (Tab Included)	5 days	Harare
26 – 30 Sep	Linux Essentials	5 days	Windhoek
26 – 30 Sep	Video Filming and Production	5 days	Windhoek
26 – 30 Sep	Events Planning and Management	5 days	Otjiwarongo
26 – 30 Sep	Occupational Health and Safety	5 days	Otjiwarongo
26 – 30 Sep	Basic Computer Studies	5 days	Windhoek
26 – 30 Sep	Advanced Computer Studies	5 days	Windhoek
26 – 30 Sep	Basic Sign Language	5 days	Swakopmund
30 Sep	Professionalism at the Workplace	1 day	Windhoek

OCTOBER 2021

DATE	COURSE	DAYS	VENUE
03 – 07 Oct			
	Linux Essentials	5 days	Windhoek
	Video Filming and Production	5 days	Windhoek
	Events Planning and Management	5 days	Otjiwarongo
	Occupational Health and Safety	5 days	Otjiwarongo
	Basic Computer Studies	5 days	Windhoek
	Advanced Computer Studies	5 days	Windhoek
	Basic Sign Language	5 days	Swakopmund
03 Oct	Professionalism at the Workplace	1 day	Windhoek
03 – 06 Oct	Hygiene and Office Etiquette (Practical Training for Support Staff; Cleaners, Drivers and Messengers)	4 days	Windhoek
03 – 05 Oct	Emotional Intelligence	3 days	Windhoek Swakopmund
03 – 05 Oct	Social Media Skills	3 days	Windhoek
03 – 05 Oct	Stress and Anger Management	3 days	Swakopmund
03 – 05 Oct	Boosting Confidence, Self Esteem and Self Assertiveness for Professionals	3 days	Windhoek
10 – 14 Oct	Project Management	5 days	Windhoek
10 – 14 Oct	Minute Taking and Report Writing	5 days	Walvis Bay
10 – 14 Oct	5 Day MBA for Administrative Professionals	5 days	Windhoek / Swakopmund
10 – 14 Oct	CISCO CCNA	5 days	Windhoek

10 – 14 Oct	Solid Waste Disposal and Management	5 days	Windhoek
10 – 14 Oct	Training Needs Analysis	5 days	Swakopmund
10 – 14 Oct	Environmental Impact Assessment	5 days	Swakopmund
10 – 14 Oct	Sustainable Aquaculture	5 days	Walvis Bay
10 – 14 Oct	SPSS for Researchers	5 days	Windhoek
10 – 12 Oct	Professional Public Speaking and Presentation Skills	3 days	Windhoek
10 – 12 Oct	Customer Service and Communication Skills	3 days	Otjiwarongo
10 – 12 Oct	Effective Planning and Time Management	3 days	Ongwediva/ Windhoek
10 – 14 Oct	English Language (Business Fundamentals)	5 days	Ongwediva/ Windhoek
10 – 14 Oct	Defensive Driving and Driver Etiquette	5 days	Windhoek
10 – 14 Oct	Microsoft Excel	5 days	Windhoek
10 – 14 Oct	ITIL Foundation	5 days	Windhoek
10 – 14 Oct	Website Development and Management	5 days	Windhoek
17 – 21 Oct	Property and Building Inspection	5 days	Windhoek
17 – 21 Oct	Ethics and Good Corporate Governance	5 days	Windhoek
17 – 21 Oct	Tendering and Tender Procedures	5 days	Otjiwarongo
17 – 21 Oct	HR and Business Strategy	5 days	Windhoek
17 – 21 Oct	Public Relations and Communication Skills Tab Included	5 days	Otjiwarongo
17 – 21 Oct	Microsoft SharePoint 2012 Essentials	5 days	Windhoek
17 – 21 Oct	Effective Management Skills for Supervisors	5 days	Henties Bay
17 – 21 Oct	Mental Health and Social Policy (Galaxy Tab included)	5 days	Harare

17 – 21 Oct	Crisis and Conflict Management	5 days	Otjiwarongo
17 – 21 Oct	Affirmative Action	5 days	Windhoek
17 – 19 Oct	Strategic Marketing and Sales Management	3 days	Otjiwarongo
17 – 19 Oct	Professional Public Speaking and Presentation Skills	3 days	Windhoek
17 – 19 Oct	Persuasive Selling and Closing Techniques	3 days	Windhoek
17 – 20 Oct	Hygiene and Office Etiquette (Practical Training for Support Staff; Cleaners, Drivers and Messengers)	4 days	Windhoek
24 – 26 Oct	Managing Alcohol and Drug Abuse	3 days	Windhoek
24 – 26 Oct	Successful Sales Techniques	3 days	Walvis Bay
24 – 26 Oct	Basic Sign Language	3 days	Swakopmund
24 – 28 Oct	Stock Taking and Supply Chain Management	5 days	Windhoek/ Otjiwarongo
24 – 28 Oct	Archives and Records Management	5 days	Windhoek
24 – 28 Oct	Monitoring and Evaluation of Projects	5 days	Windhoek
24 – 28 Oct	Occupational Health and Safety	5 days	Windhoek
24 – 28 Oct	Agricultural Economics	5 days	Walvis Bay
24 – 28 Oct	Finance for Non-Finance Managers	5 days	Ongwediva
24 – 28 Oct	Advanced Computer Studies (Galaxy Tab Included)	5 days	Windhoek
28 Oct	Motivation at Work	1 day	Windhoek

NOVEMBER 2021

DATE	COURSE	DAYS	VENUE
31 – 04 Nov			
	Defensive Driving and Driver Etiquette (Accredited 12 months Certification)	5 days	Windhoek
	5 Day MBA for Administrative Professionals	5 days	Windhoek / Swakopmund
	Microsoft Excel	5 days	Windhoek
	English Language (Business Fundamentals) (Galaxy Tab Included)	5 days	Windhoek/ Ongwediva
	Supervisory Skills (Galaxy Tab Included)	5 days	Windhoek
	Tendering and Tender Procedures (Galaxy Tab Included)	5 days	Windhoek
	Finance for Non Finance Managers (Galaxy Tab Included)	5 days	Windhoek
	Logistics and Supply Chain Management (Galaxy Tab Included)	5 days	Swakopmund
	Urban Agriculture and Land Use	5 days	Harare
07 – 10 Nov	Hygiene and Office Etiquette (Practical Training for Support Staff; Cleaners, Drivers and Messengers)	4 days	Ongwediva
07 – 09 Nov	Public Speaking (Galaxy Tab Included)	3 days	Otjiwarongo
07 – 09 Nov	Effective Planning and Time Management (Tab Included)	3 days	Windhoek
07 – 09 Nov	Selling Skills (Tab Included)	3 days	Otjiwarongo

07 – 09 Nov	Professional Public Speaking and Presentation Skills	3 days	Windhoek
07 – 09 Nov	Customer Service (Tab Included)	3 days	Windhoek
07 – 09 Nov	Communication Skills (Galaxy Tab Included)	3 days	Windhoek
07 – 11 Nov	Inventory Management and Stock Control (Galaxy Tab Included)	5 days	Walvis Bay
07 – 11 Nov	Effective Minute Taking and Report Writing (Galaxy Tab Included)	5 days	Swakopmund
07 – 11 Nov	Defensive Driving and Driver Etiquette (Accredited 12 months Certification)	5 days	Otjiwarongo
07 – 11 Nov	Pastel Partner Accounting (Galaxy Tab Included)	5 days	Windhoek
07 – 11 Nov	Training of Trainers (Galaxy Tab Included)	5 days	Otjiwarongo Swakopmund
07 – 11 Nov	Purchasing and Supply Chain Management (Galaxy Tab Included)	5 days	Windhoek
07 – 11 Nov	Email, Website and Social Media Management (Galaxy Tab included)	5 days	Otjiwarongo
14 – 18 Nov	Safety, Health and Environmental Management (Galaxy Tab Included)	5 days	Swakopmund
14 – 18 Nov	Microsoft Excel (Laptop Included)	5 days	Swakopmund
14 – 18 Nov	GRN Labourers Effectiveness and Technical Competence	5 days	Otjiwarongo
14 – 18 Nov	Business Writing and Communication Skills for Office Administrators (Galaxy Tab Included)	5 days	Windhoek

14 – 16 Nov	Negotiating Skills (Galaxy Tab Included)	3 days	Otjiwarongo
14 – 16 Nov	Emotional Intelligence (Galaxy Tab Included)	3 days	Otjiwarongo
14 – 16 Nov	Persuasive Selling and Closing Techniques	3 days	Windhoek
14 – 16 Nov	Executive Office Administration and HR (Tab Included)	3 days	Oshakati/ Otjiwarongo
14 – 16 Nov	Business and Report Writing (Tab Included)	3 days	Windhoek
14 – 18 Nov	Building Inspection Training (Tab Included N\$10,950-00)	5 days	Windhoek
14 – 18 Nov	Affirmative Action (Tab Included)	5 days	Windhoek
14 – 18 Nov	MS Projects (Tab Included)	5 days	Otjiwarongo
14 – 18 Nov	Grievance Handling and Disciplinary Hearing (Tab included)	5 days	Walvis Bay
21 – 25 Nov	Professional Public Speaking and Presentation Skills	5 days	Windhoek
21 – 25 Nov	Project Management (Tab Included)	5 days	Windhoek
21 – 25 Nov	Finance for Non-Finance Managers (Tab Included)	5 days	Ongwediva
21 – 25 Nov	Environmental Impact Assessment (Tab Included)	5 days	Swakopmund
21 – 25 Nov	Public Relations Management (Tab Included)	5 days	Windhoek
21 – 25 Nov	Archives and Records Management (Tab Included)	5 days	Otjiwarongo

21 – 25 Nov	Public Policy Analysis, Formulation and Management (Tab Included)	5 days	Windhoek
21 – 25 Nov	Basic Computer Studies (Tab Included)	5 days	Windhoek
21 – 25 Nov	Advanced Computer Studies (Tab Included)	5 days	Windhoek
28 – 30 Nov	Customer Service and Communication Skills (Tab Included)	3 days	Otjiwarongo
28 – 30 Nov	Telephone Etiquette	3 days	Windhoek
28Nov– 02Dec	Basic Sign Language	5 days	Swakopmund
28Nov– 02Dec	Occupational Health and Safety	5 days	Windhoek
28Nov– 02Dec	Reception Etiquette and Customer Service (Tab Included)	5 days	Windhoek
28Nov– 02Dec	Project Management (Tab Included)	5 days	Windhoek/ Swakopmund
28Nov– 02Dec	Graphic Designing (Tab Included)	5 days	Windhoek
28Nov– 02Dec	Affirmative Action (Tab Included)	5 days	Windhoek
28Nov– 01Dec	Reception Etiquette and Customer Service	4 days	Otjiwarongo
28Nov– 01Dec	Interpersonal and Relationship Management	4 days	Windhoek
28Nov– 01Dec	Organizational Behavior	4 days	Walvis Bay
28Nov– 01Dec	Public Procurement Process and Management	4 days	Otjiwarongo
28Nov– 01Dec	AutoCAD Essentials	4 days	Windhoek

DECEMBER 2021

DATE	COURSE	DAYS	VENUE
05 – 07 Dec			
	Emotional Intelligence	3 days	Walvis Bay
05 – 07 Dec	Problem Solving and Decision Making	3 days	Otjiwarongo
05 – 09 Dec	Professional Public Speaking and Presentation Skills	5 days	Windhoek
05 – 09 Dec	Minute Taking and Report Writing	5 days	Otjiwarongo
05 – 09 Dec	Microsoft Excel	5 days	Windhoek
05 – 09 Dec	MS Projects	5 days	Windhoek Swakopmund
05 – 09 Dec	5 Day MBA for Administrative Professionals	5 days	Windhoek / Swakopmund
05 – 09 Dec	Fleet Operations, Maintenance and Management	5 days	Otjiwarongo
05 – 09 Dec	Defensive Driving and Driver Etiquette (Accredited 12 months Certification)	5 days	Windhoek
05 – 09 Dec	Supervisory Skills	5 days	Swakopmund Windhoek
05 – 09 Dec	Training of Trainers	5 days	Swakopmund Otjiwarongo
05 – 09 Dec	English Language (Business Fundamentals)	5 days	Windhoek
05 – 09 Dec	Property and Building Inspection	5 days	Windhoek
05 – 09 Dec	Budgeting and Finance for Non Finance Managers	5 days	Swakopmund
05 – 09 Dec	Solid Waste Disposal and Management	5 days	Windhoek
05 – 09 Dec	Monitoring and Evaluation of Projects	5 days	Swakopmund
05 – 09 Dec	Introduction to Records Management	5 days	Windhoek
05 – 09 Dec	Reception Etiquette and Customer Service	5 days	Windhoek

12 – 16 Dec	Grievance Handling and Disciplinary Hearing	5 days	Walvis Bay
12 – 16 Dec	Occupational Health and Safety	5 days	Windhoek
12 Dec	Team Building	1 day/ session	Windhoek/ Walvis Bay
12 – 16 Dec	Successful Sales Techniques	5 days	Walvis Bay
12 – 16 Dec	Effective Planning and Time Management	5 days	Ongwediva
12 – 16 Dec	Ethics & Corporate Governance	5 days	Otjiwarongo
12 – 16 Dec	Labourers Workplace Effectiveness and Technical Competence	5 days	Otjiwarongo
12 – 16 Dec	Customer Service and Communication Skills	5 days	Otjiwarongo
12 – 16 Dec	Financial Planning	5 days	Swakopmund
12 – 16 Dec	Strategic Management for Leaders	5 days	Walvis Bay
12 – 16 Dec	Executive Office Administration	5 days	Swakopmund
12 – 16 Dec	Adobe Acrobat 8 Pro	5 days	Windhoek
12 – 16 Dec	Inventory Management and Stock Control	5 days	Swakopmund
12 – 16 Dec	Advanced Computer Studies	5 days	Walvis Bay
12 – 16 Dec	Basic Sign Language	5 days	Windhoek
12 – 15 Dec	Hygiene and Office Etiquette (Practical Training for Support Staff; Cleaners, Drivers and Messengers)	4 days	Windhoek/ Walvis Bay
19 – 21 Dec	Persuasive Selling and Closing Techniques	3 days	Windhoek
19 – 23 Dec	Graphic Designing	5 days	Windhoek
19 – 23 Dec	Affirmative Action	5 days	Windhoek
19 – 23 Dec	Project Management	5 days	Windhoek/ Swakopmund
19 – 23 Dec	Stock Control and Inventory Management	5 days	Swakopmund

19 – 23 Dec	Accounts Payable and Receivable	5 days	Swakopmund
19 – 23 Dec	Customer Care	5 days	Swakopmund
19 – 23 Dec	Report Writing and Minute Taking	5 days	Swakopmund
19 – 23 Dec	Executive Secretarial Skills	5 days	Swakopmund
19 – 23 Dec	Minute Writing and Report Writing	5 days	Swakopmund
19 – 23 Dec	Conflict Management & Diplomacy	5 days	Swakopmund

- Prices are negotiable when booking more than 5 attendees.
- Dates and venues may vary to suit client needs.
- In-house training can be negotiated at a more reasonable price.



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