

STADIO



HIGHER EDUCATION



SHORT COURSES



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NAMIBIA

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DISCOVER A NEW
VISION IN HIGHER EDUCATION



SHORT COURSES

CLL SHORT COURSES AND DEVELOPMENT PROGRAMMES

- Accounts Payable, Receivable & Credit Management
- Advanced Asset Management
- Advanced Customer Care
- Advanced Executive Secretarial Course
- Advanced Project Management
- Advanced Public Service Procurement, Fraud & Contract Management
- Advance Risk Management
- Advanced Records Management
- Advance Transport and Fleet Management
- Asset Management

A

- Basic Business Principles
- Bid Committees
- Bid Evaluation & Adjudication
- Business Communication
- Business Communication & Report Writing
- Business Plan Development

B

- Change Management
- Community-Based Disaster Risk Management
- Community-Based Monitoring and Evaluation
- Compliance Risk & Governance Management
- Conflict Management
- Consumer Protection Act
- Contract Management
- Credit Control, Debt Collection & Indigency Policy
- Customer Service Excellence

C



- Delegation & Control
- Demand Management
- Developing an Effective Marketing Plan
- Digital Libraries
- Digital Archives
- Digital Libraries & Knowledge Centres
- Disaster Management
- Disciplinary Hearing Procedures
- Diversity Management
- Donor Funded Projects

D

- Effective Meeting Procedures
- Emotional Intelligence
- Employee Assistant Programme
- Enterprise Risk Management
- Ethics & Code of Conduct
- Events Management

E

- Facilitation Skills for Training Excellence
- Financial Management for Local Authorities
- Financial Management for Non-Financial Managers
- Financial Management for School Administrators
- Fleet Management
- Forecasting, Budgeting & Financial Statement Analysis in the Public Sector
- Fraud in Supply Chain Management

F

- HIV & AIDS Training
- HR for Non-HR Managers
- Human Resources Planning

H

- Innovation Management
- Integrated Supply Chain Management
- Interviewing Skills
- Introduction to Entrepreneurship

I



- Labour Relations
- Labour Relations Namibia
- Leadership Skills

L

Leadership & Change Management for Managers Development Programme (Consisting of any short courses selected by the client)

- Local Economic Development

- Management of REAL
- Management Practice
- Marketing Management
- Mediation & Arbitration
- Mentoring and Coaching

M

Middle Management Development Programme (Consisting of any short courses selected by the client)

- Minute Taking
- Municipal Acquisition Management
- Municipal Financial Management (MFMA)
- Municipal Integrated Development Planning
- Municipal Supply Chain Management

M

- Namibia Public Supply Chain Management
- Negotiation Skills

N

- Occupational Health and Safety
- Office Administration & Minute Taking
- Office Management
- Operations & Production Management

O



**Organisational Development and Change Management Development Programme
(Consisting of any short courses selected by the client)**

- People Management - Leadership in the Workplace
- Performance Auditing & Control Measures
- Performance Management
- Policy Analysis
- Policy Development & Management
- Presentation Skills
- Presentation Skills & Public Speaking
- Professional Writing Skills
- Project Management Protocol Course
- Public Asset & Inventory Management
- Policy Formulation & Implementation

P

**Leadership & Change Management for Managers Development Programme
(Consisting of any short courses selected by the client)**

- Public Financial Management (PFMA)
- Public Participation
- Public Sector Budgeting and Strategic Planning
- Public Supply Chain Management

P

- Records Management

- Service Delivery - Batho Pele



Senior Management Development Programme (Consisting of any short courses selected by the client)

- Service Level Agreements
- Strategic Fleet Management
- Strategic HR Management
- Strategic Management
- Strategic Management & Governance
- Stress Management
- Systems Thinking

S

- Talent Management
- Team Development
- Tenders, Contract Management & PPP's
- Team Leader Development Programme (Consisting of any short courses selected by the client)
- Tender Adjudication, PPP's & Contract Management in the Public Sector
- Total Quality Management
- Time Management
- Training Committee Training
- Treasury Management, Budgeting & Reconciliation

T

- Ward Committee Training

IMPORTANT:

- The cost of a short course (presented at our Venue) will depend on the number of delegates that attend the short course and the duration of the short course.
- Travel, accommodation and subsistence costs of the presenter/facilitator will be included in the fee.
- In the case of an in-house short course or development programme, the client is responsible for the arrangements regarding the venue and refreshments/meals.
- The cost includes all study guides and hand-outs as required for the different courses or programmes.
- The cost for the development programmes includes access to online libraries – EBSCO and SABINET for research.
- If a delegate is assessed and has passed the assessment, a certificate of competence will be issued by STADIO.



For more information about the course outcomes, please contact:

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