



# IUM

GLOBAL HUB FOR MANAGEMENT SCIENCE  
AND INFORMATION TECHNOLOGY

# CIIP

Centre for Improved Institutional Performance

## PROFESSIONAL DEVELOPMENT AND WORKSHOP COURSES (PDWC) FEBRUARY – APRIL 2020

Course name	Date	Duration	Venue	Course cost	Registration deadline
<b>February</b>					
Administrative management and diplomacy for executive secretaries	3- 4 February 2020	2 Days	Windhoek & Swakopmund	N\$ 3800.00	31 January 2020
Food Handling & Safety	3-5 February 2020	3 Days	Windhoek & Swakopmund	N\$ 4800.00	31 January 2020
Emotional intelligence in the workplace	6 & 7 February 2020	2 Days	Windhoek & Swakopmund	N\$3000.00	31 January 2020
Food Preparation (Commercial and Non-Commercial)	6-8 February 2020	3 Days	Windhoek	N\$ 4800.00	31 January 2020
Professional web development –Word Press	25-28 February 2020	3 Days	Windhoek	N\$ 5200.00	14 February 2020
<b>March</b>					
Public speaking and Presentation skills	2 March 2020	2 Days	Windhoek	N\$ 3800.00	21 February 2020
Customer Service Strategies	5 & 6 March 2020	2 Days	Windhoek & Swakopmund	N\$ 4200.00	28 February 2020
Environmental impact assessment and Solid waste management	9 - 12 March 2020	4 Days	Swakopmund	N\$ 4200.00	28 February 2020
Excel training	10-11 March 2020	2 Days	Windhoek	N\$ 6200.00	28 February 2020
Logistics and Supply Chain management	18- 20 March 2020	3 Days	Windhoek	N\$ 4800.00	6 March 2020
<b>April</b>					
Training of Trainers	1 – 3 April 2020	3 Days	Windhoek & Swakopmund	N\$ 3800.00	27 March 2020
Agribusiness Concepts	6- 9 April 2020	4 Days	Swakopmund	N\$ 4200.00	31 March 2020
Stata for effective applied economic analysis	14 – 17 April 2020	4 Days	Windhoek	N\$ 6200.00	31 March 2020
SPSS training	15-17 April 2020	3 Days	Windhoek	N\$ 4200.00	03 April 2020
Ethical and service practice for health practitioners	15- 16 April 2020	2 days	Windhoek	N\$ 3200.00	10 April 2020

**COURSE ROLL OUT IS SUBJECT TO MINIMUM NUMBER OF STUDENTS REGISTERED FOR THE COURSE.**

Full payment is required before the course starts.

To register contact our CIIP Professional development and workshop course Administrators at

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