



# MaST Namibia

## TRAINING COURSES OFFERED

- ⇒ **Advanced Supervisory Skills Level 1 Module 1 & Module 2 (3 days)**
- ⇒ **Basic Business Principles (1 day)**
- ⇒ **Stock and Store Control (2 days)**
- ⇒ **Business Etiquette & Protocol for PA Secretary (2 days)**
- ⇒ **Conflict Management & Assertiveness (2 days)**
- ⇒ **Creative Thinking & Problem Solving (2 days)**
- ⇒ **Customer Care (2 days)**
- ⇒ **Diversity Management (1 day)**
- ⇒ **Effective Meetings (1 day)**
- ⇒ **English Literacy & Numeracy Skills (100-120 hours) (N\$907 P/Hour)**
- ⇒ **Entrepreneurial Skills (1 day)**
- ⇒ **Emotional Intelligence (2 days)**
- ⇒ **Finance for the Non-financial Managers (2 days)**
- ⇒ **Interpersonal Effectiveness & Communication (2 days)**
- ⇒ **Leadership Skills (2 Days)**
- ⇒ **Management Development Program (MDP) (4-6 months)**
- ⇒ **Managing Change (2 days)**
- ⇒ **Mentoring & Coaching (3 days)**
- ⇒ **Minutes & Agendas (2 days)**
- ⇒ **Modern Business Writing (2 days)**
- ⇒ **Motivation (1 day)**
- ⇒ **Negotiation Skills (2 days)**
- ⇒ **Performance Management (2 days)**
- ⇒ **Presentation Skills (2 days)**
- ⇒ **Principles of Accounting & Bookkeeping (2 days)**
- ⇒ **Professional Office Practice Skills (2 Days)**
- ⇒ **Professional Development for Secretaries (5 days)**
- ⇒ **Professional Selling Skills (2 days)**
- ⇒ **Project Management (2 days)**
- ⇒ **Recruitment, Selection & Interviewing Skills (2 days)**
- ⇒ **Strategic Planning & Management (2 days)**
- ⇒ **Stress Management (2 Days)**
- ⇒ **Teambuilding (2 days)**
- ⇒ **Telephone Techniques (1 day)**
- ⇒ **Time Management (2 days)**
- ⇒ **Train the Trainer (5 days)**

In-house programs for companies.  
Prices for 2023  
N\$12 495.00 per day  
for up to 10 delegates  
(VAT excluded)

### **FOR ANY INFORMATION:**

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### **Open-house Workshops**

**Cost for a 1 day Course = N\$1 965.00**  
(VAT excluded)  
**Cost for a 2 day Course = N\$3 675.00**  
(VAT excluded)  
**Cost for a 3 day Course = N\$5 210.00**  
(VAT excluded)