



## About our Short Courses

### Soft Skills Development Short Courses



#### OVERVIEW

DayDream Institute of Training and Skills Development offers variety of capacity building and industry soft skills development short courses within the scope of the Industry On-Job Training, corporate training, seminars, workshops and business coaching in the Namibian business industry covering various professional business areas such as Business studies, Banking and Finance, Education and training practice, Building and construction , sports, Computer and Engineering, Agriculture and Farmer development, Occupational health and safety and linguistics. It offers training and Human Capital Development for both management and technical skills.

#### AIMS AND OBJECTIVES

- To empower youth to become successful entrepreneurs and promote job creation through our Business Training Project.
- To provide them with the required knowledge, skills and attitudes for strengthening a culture of continuous social innovation.
- To promote youth capacity building for marginalized and disadvantaged youth to empower and motivate community participation.
- To develop Namibian labour force and Competitive Business industry.
- To increase understanding of the growing importance of, and greater potential for, youth participation in development.
- To fill some of the knowledge gaps on young people with disabilities, and raise awareness of the disabilities, and raise awareness of the specific issues facing them in order to encourage development actors to develop no gap policies and remove the many barriers that face young people with disabilities in all aspects of life

#### SOFT SKILLS DEVELOPMENT COURSES

Soft skills development short courses are offered within the scope of the Industry On-Job Training, corporate training, seminars, workshops All trainings are delivered during the day or in the evening. Durations varies, Certificates are issued based on certain criteria such as, completion or competence. Besides the standard training products, tailor made courses can be developed to address specific needs of our clients, which operates in the following sectors: Public sector; Private sector; Industrial sector; Civil Societies and Individuals

If they need further training in a field not listed above, we are able to develop individually customized courses, fitting 100% to their personal and organizational needs.

**BUSINESS, COMMERCE AND MANAGEMENT SHORT COURSES**

Course	Total	Cash Option	Deposit	Duration
<i>Bookkeeping</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
<i>HR Management Principles and Practices</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
<i>Office Administration and Secretariat Training</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
<i>Customer Services and Relationship Management</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
<i>Social Media Marketing and Management</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
<i>Sales and Marketing</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
<i>Advanced Project Management</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
<i>Purchasing, Procurement &amp; Inventory Management</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
<i>Entrepreneurship &amp; SME Development</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
<i>Leadership &amp; Strategic Management</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
<i>Corporate Business Team Building</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
<i>Advanced Financial Management</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
<i>Cashier (IQ Training)</i>	N\$ 2 000	No discount	N\$ 1 000	1 Month
<i>Computerized Accounting</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
<i>Business Tender Management &amp; Application</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
<i>Catering &amp; Event Management</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
<i>Workplace Conflict Management &amp; Whistle blowing</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
<i>Financial Planning (Budget Management Control)</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
<i>VAT Training and Taxation</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
<i>Stock Counting and Management</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
<i>Emotional Intelligence at Work Place</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
<i>Telephone Courtesy and Customer Services</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
<i>Receptionist</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
<i>Effective Disciplinary Hearing for Chairpersons</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
<i>Communication Skills for Engineers</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
<i>Inventory Management Training</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
<i>Business Plan and Cash flow projection</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
<i>Occupational Certificate: Insurance Agent &amp; Insurance Underwriter</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
<i>Banking Kiosk Operator</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
<i>Financial Product marketing</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
<i>Banking Safety and Security</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
<i>Effective Business Communications</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
<i>CSS -Cascading Style Sheets</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
<i>Educational Institutions Management</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
<i>Financial Management</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
<i>HTML Coding</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
<i>Human Resource Management</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
<i>ICT in Education</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
<i>Introduction to Microsoft Office</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
<i>IT Project Management</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
<i>JavaScript Programming Language</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
<i>Leadership in Organizations</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
<i>Macroeconomics</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
<i>Management theories and Philosophies</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
<i>Marketing Management</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
<i>Microeconomics</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
<i>Microsoft Office Access</i>	N\$ 2 000	No discount	N\$ 1 000	1 Month
<i>Microsoft Office Excel</i>	N\$ 2 000	No discount	N\$ 1 000	1 Month
<i>Microsoft Office PowerPoint</i>	N\$ 2 000	No discount	N\$ 1 000	1 Month
<i>Microsoft Office Word</i>	N\$ 2 000	No discount	N\$ 1 000	1 Month
<i>Operations Management</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
<i>Performance Management</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
<i>Psychology at Workplace</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
<i>Research Skills</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
<i>Strategic Management</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
<i>Teaching Students with learning disabilities 1</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
<i>Teaching Students with learning disabilities 2</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
<i>UCR Human Resources</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
<i>UCR Psychology</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month

## EDUCATION AND TRAINING SHORT COURSES

Course	Total	Cash Option	Deposit	Duration
<i>Early Childhood Development Training &amp; Practice</i>	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
<i>Curriculum and Program Development</i>	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
<i>Professional Nanny and Cleaning Services</i>	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
<i>Classroom Management</i>	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
<i>Adult Education and Development</i>	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
<i>Facilitators Training</i>	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
<i>Skills Development Facilitator</i>	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
<i>E-Learning Educator Development</i>	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
<i>Early Childhood Education Practice</i>	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
<i>Curriculum and Program Development</i>	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
<i>Pre-School Training</i>	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month

## OCCUPATIONAL HEALTH AND SAFETY SHORT COURSES

Course	Total	Cash Option	Deposit	Duration
<i>Health Service Management &amp; Administration</i>	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
<i>Community Health Work</i>	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
<i>Criminal Investigation</i>	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
<i>Emergency Action &amp; Fire Prevention Plans</i>	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
<i>Emergency First Aid</i>	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
<i>Hazard Communication: Basic</i>	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
<i>COVID-19 Health Services and Community Awareness</i>	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
<i>Personal Protective Equipment: Basic</i>	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
<i>Introduction to Safety Supervision and Leadership</i>	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
<i>Electrical Safety for Employees: Basic</i>	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
<i>Safety Management and Accountability Program</i>	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
<i>Occupational Hazard Control and Analysis</i>	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
<i>Physical &amp; Biological Health Hazard in Construction</i>	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
<i>Welding Safety: Advanced</i>	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
<i>Forklift Safety: Advanced</i>	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
<i>Accident Investigation: Advanced</i>	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
<i>School Health and Safety, Exterior Facilities &amp; Crisis Planning</i>	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
<i>Hazard Communication for the employee</i>	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
<i>Dental Office Safety</i>	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
<i>Health Hazard in Nail Salons</i>	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
<i>Pharmacy Assistant</i>	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
<i>Assistant Pharmacist</i>	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
<i>Health Care Assistant</i>	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
<i>Dental Assistant</i>	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
<i>Supplementary Medicine</i>	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
<i>Medicine Carrier Guidance and Coaching Programme</i>	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
<i>Housekeeping Safety</i>	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
<i>Restaurant Health and Safety</i>	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
<i>Preventing workplace Violence and Sexual Harassment</i>	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
<i>Managing Workplace Stress</i>	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
<i>Construction Safety Management</i>	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
<i>Criminal Investigation</i>	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
<i>Professional Safety and Security</i>	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
<i>Safety Leadership and Management</i>	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month

## AGRICULTURE AND FARMER DEVELOPMENT SHORT COURSES

Course	Total	Cash Option	Deposit	Duration
<i>Beef and Other Animal Production</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
<i>Citrus, and other fruits and Vegetable</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
<i>Production</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
<i>Animal Production</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
<i>Plant Production</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
<i>Poultry and Broiler Production</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
<i>Beef and Other Animal Production</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month

## ICT, ENGINEERING, BUILDING AND CONSTRUCTION SHORT COURSES

Course	Total	Cash Option	Deposit	Duration
<i>SAP System</i>	N\$ 5 000	N\$ 4 250	N\$ 1 500	2 Month
<i>CompTIA A+</i>	N\$ 5 000	N\$ 4 250	N\$ 1 500	2 Month
<i>CompTIA N+</i>	N\$ 5 000	N\$ 4 250	N\$ 1 500	2 Month
<i>Introduction to Computer Network</i>	N\$ 5 000	N\$ 4 250	N\$ 1 500	2 Month
<i>Java Programming</i>	N\$ 5 000	N\$ 4 250	N\$ 1 500	2 Month
<i>Graphic Design and Digital Publishing</i>	N\$ 5 000	N\$ 4 250	N\$ 1 500	2 Month
<i>Graphic Design and Web Development</i>	N\$ 5 000	N\$ 4 250	N\$ 1 500	2 Month
<i>Python Programming</i>	N\$ 5 000	N\$ 4 250	N\$ 1 500	2 Month
<i>PHP Programming</i>	N\$ 5 000	N\$ 4 250	N\$ 1 500	2 Month
<i>Programming in C and C++</i>	N\$ 5 000	N\$ 4 250	N\$ 1 500	2 Month
<i>AUTOCAD</i>	N\$ 5 000	N\$ 4 250	N\$ 1 500	2 Month
<i>Computer Literacy and Digital (Level 1) Basic Training</i>	N\$ 5 000	N\$ 4 250	N\$ 1 500	2 Month
<i>Computer Literacy and Digital (Level 2) Intermediate Training</i>	N\$ 5 000	N\$ 4 250	N\$ 1 500	2 Month
<i>Computer Literacy and Digital (Level 3) Advanced Training</i>	N\$ 5 000	N\$ 4 250	N\$ 1 500	2 Month
<i>Microsoft Office software's (Word, Excel, PowerPoint, Outlook)</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	2 Month
<i>Basic Training</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	2 Month
<i>Microsoft Office software's (Word, Excel, PowerPoint, Outlook)</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	2 Month
<i>Intermediate Training</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	2 Month
<i>Microsoft Office software's (Word, Excel, PowerPoint, Outlook)</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	2 Month
<i>Advanced Training</i>	N\$ 5 000	N\$ 4 250	N\$ 1 500	2 Month
<i>Cisco CAN (-640-802)</i>	N\$ 5 000	N\$ 4 250	N\$ 1 500	2 Month
<i>Database Development, Administration and Management</i>	N\$ 5 000	N\$ 4 250	N\$ 1 500	2 Month
<i>Web Development</i>	N\$ 5 000	N\$ 4 250	N\$ 1 500	2 Month
<i>Video Production</i>	N\$ 5 000	N\$ 4 250	N\$ 1 500	2 Month
<i>Auto Mechanic: Basic</i>	N\$ 5 000	N\$ 4 250	N\$ 1 500	2 Month
<i>Auto Mechanic: Intermediate</i>	N\$ 5 000	N\$ 4 250	N\$ 1 500	2 Month
<i>Auto Mechanic: Advanced</i>	N\$ 5 000	N\$ 4 250	N\$ 1 500	2 Month
<i>Brick Laying</i>	N\$ 5 000	N\$ 4 250	N\$ 1 500	2 Month
<i>Brick Manufacturing</i>	N\$ 5 000	N\$ 4 250	N\$ 1 500	2 Month
<i>Interlocking and Paving</i>	N\$ 5 000	N\$ 4 250	N\$ 1 500	2 Month
<i>Brick Laying and plastering</i>	N\$ 5 000	N\$ 4 250	N\$ 1 500	2 Month
<i>Introduction to Computer Network</i>	N\$ 5 000	N\$ 4 250	N\$ 1 500	2 Month

## SPORTS SHORT COURSES

Course	Total	Cash Option	Deposit	Duration
<i>Sport Coaching</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
<i>Sport Science</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
<i>Sport Management</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
<i>Fitness</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
<i>Golfing</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
<i>Sport Facility Management</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
<i>Sport Talent Management</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
<i>Sport and Recreation Manager: Events Management</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
<i>Sport Coaching</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
<i>Sport Science</i>	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month