



records and information management east africa limited

(Your Preferred BPM and Records Partner)

Workshop on Best Practices in Managing Performance Contracting and Process Audits

RIMEA is a Regional FIRM in Consultancy, Research, Training and Development in **Business Process Management, Records, Library and Information Management.**

RIMEA also runs the **RIM PROFESSIONALS IN EAST AFRICA** – A Regional Professionals Organization for Records and Information Managers

RIMEA five day workshops will seek to empower the HR officers and Performance Contracting Champions on how to streamline the process as well as align them with the organization strategy.

Performance Contracts

The Government now requires that ministries, departments and public sector organizations enter into performance contracts which will bind them to the performance results agreed in advance at the end of a fiscal year. This is explained/ clarified in Legal Notice No. 93 of 2004

Thematic Units

1. Strategic Planning
2. Process and Records Audits
3. Basic Developmental Elements
4. Job analysis
5. Performance Work Statements
6. Concepts in performance contracting
7. Legal and regulations framework for performance contracting
8. Drafting performance contracts
9. Implementation of performance contracts
10. Report writing

Expected Outcome

- Demonstrate knowledge and skills in developing performance
- Describe the legal and regulatory framework governing the process of performance contracting
- Prepare a draft performance contract for their organizations



records and information management east africa limited

(Your Preferred BPM and Records Partner)

- Learn about the Process Audits as a main font in aligning the operations and service delivery
- Participate in the implementation of performance contracts in their organizations
- Monitor and evaluate performance contracts in their organizations

Target: Performance Contracting Departmental Champions, Human Resource Managers,

Venue: Lake Naivasha Panorama Park Hotel, Naivasha, Kenya

Dates: 25th to 29th January 2016

Cost: Ksh. 52,500 per person Net of TAXES

Discount: Members of RIM professionals in East Africa get a 20% discount

NB: Participants are requested to organize for own transport and accommodation

Contacts

Chief Executive Officer: don@rimeastafrica.com or rimeastafrica@gmail.com

Events Manager- Mercy- info@rimeastafrica.com or rimeastafrica@gmail.com

Membership to RIM Professionals in East Africa- membership@rimeastafrica.com or rimeastafrica@gmail.com

Tel: +254770694598, +254721490862, +254725474299