



# Records, Library & Knowledge Management Capacity Building Programs for FY 2019-2020



# Foreword by the CEO

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This is that time of the year, where you get to plan on the workshops, conferences and inhouse programs you would wish to attend. 2018/2019 provided us an opportunity to once again train hundreds of staff in Nairobi, Mombasa, Kisumu, Naivasha and even Embu. We are most humbled by this opportunity.

Our Capacity Building programs on Records Management, Library Management, Document Management Solutions & Knowledge management are customized to always give the participant great content, practical experience to enable them be an asset when back to their Work stations.

From client number one to our hundreds currently at RIMEA, our biggest joy is when invited to enjoy services at the newly refurbished records centre, or to launch the document management solution they've just implemented, or a watch staff enjoying a resource centre that's just opened and best part is when the public appreciates the improved service delivery due to ease of access to records.

We continue to improve our workshops, conferences and inhouse training programs to give you the very best.

I want to thank the Almighty God for bringing us this far, the team that works tirelessly to get you're the best training as well as YOU the client for always believing in us.

We look forward to having you again in our events

Signed

A handwritten signature in black ink, appearing to read 'Don Victor Simon Gichuki', written over a light blue rectangular background.

Don Victor Simon Gichuki | [don@rimeastafrica.org](mailto:don@rimeastafrica.org) | Skype: [muvim@live.com](https://www.skype.com/people/muvim@live.com) |

# About RIMEA



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RIMEA is a Membership Based Consulting and Capacity Building Organization Committed to streamlining Records and Information Management in Organizations in Eastern Africa.

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With a team on 17 Trainers, our bond is to give you the very best in the world of records and information management

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Over 100 Corporate clients (Government and Private Sector): Kenya, Uganda, Djibouti, Romania and Tanzania

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Over 4,000 people attending the Workshops, Conferences and Seminars and

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More than 1000 trained through the inhouse program's

# Corporate Information

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Registered Name: Records and Information Management East Africa Limited

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Certificate of Reg: CPR/2015/206254

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Country of Registration: KENYA

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KRA PIN Number: P051558562U

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Countries in Operation: Kenya, Uganda (Also has clients in Tanzania, Djibouti, Romania)

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AGPO Registered: 2017-2019

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NITA Reg: NITA/TRN/01484

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Bankers: NIC Bank Kenya Limited & Diamond Trust Bank Kenya Limited

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Legal Reps: Nyamweya & Mamboleo Co. Advocates

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Registered Office: Milestone Business Centre, Ridgeways, Nairobi, KENYA

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Official Number: +254770694598, +254725474299

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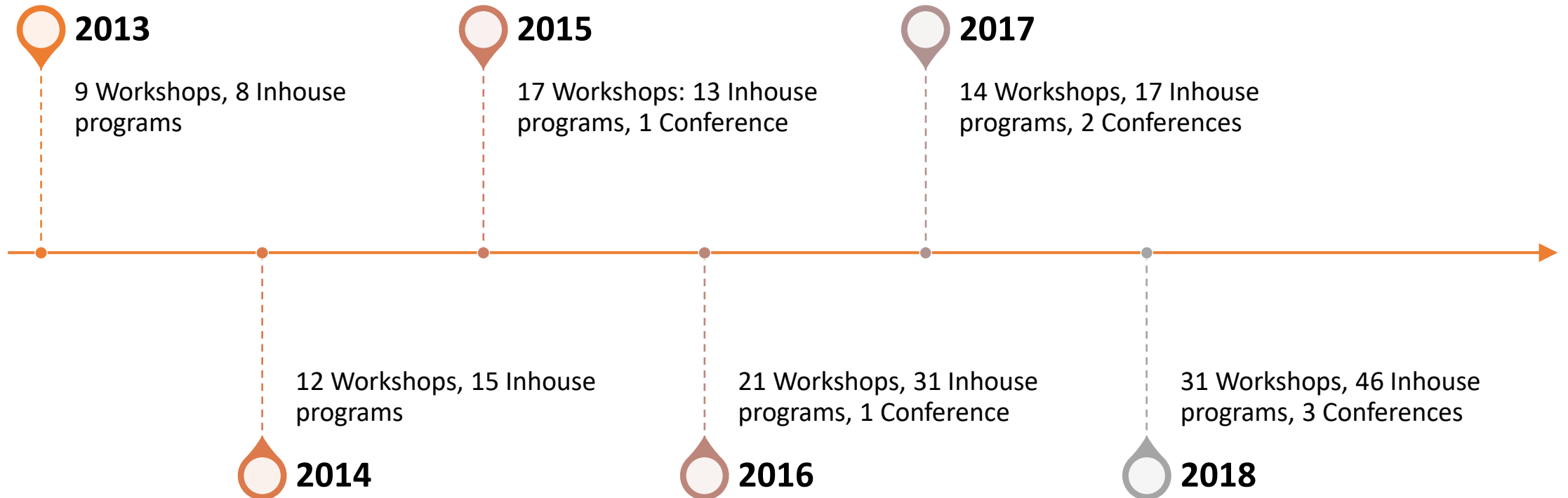
Official Email: [info@rimeastafrica.org](mailto:info@rimeastafrica.org) , [rimeastafrica@gmail.com](mailto:rimeastafrica@gmail.com)

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Chief Executive Officer: Mr. Don Victor Simon Gichuki on [don@rimeastafrica.org](mailto:don@rimeastafrica.org)



# Our Programs in Numbers



# Our Programs

- Effective Records Management
- Document Management Solutions
- Knowledge Management
- Library Management
- Board Documentation and eBoard Solutions
- Governance & Leadership



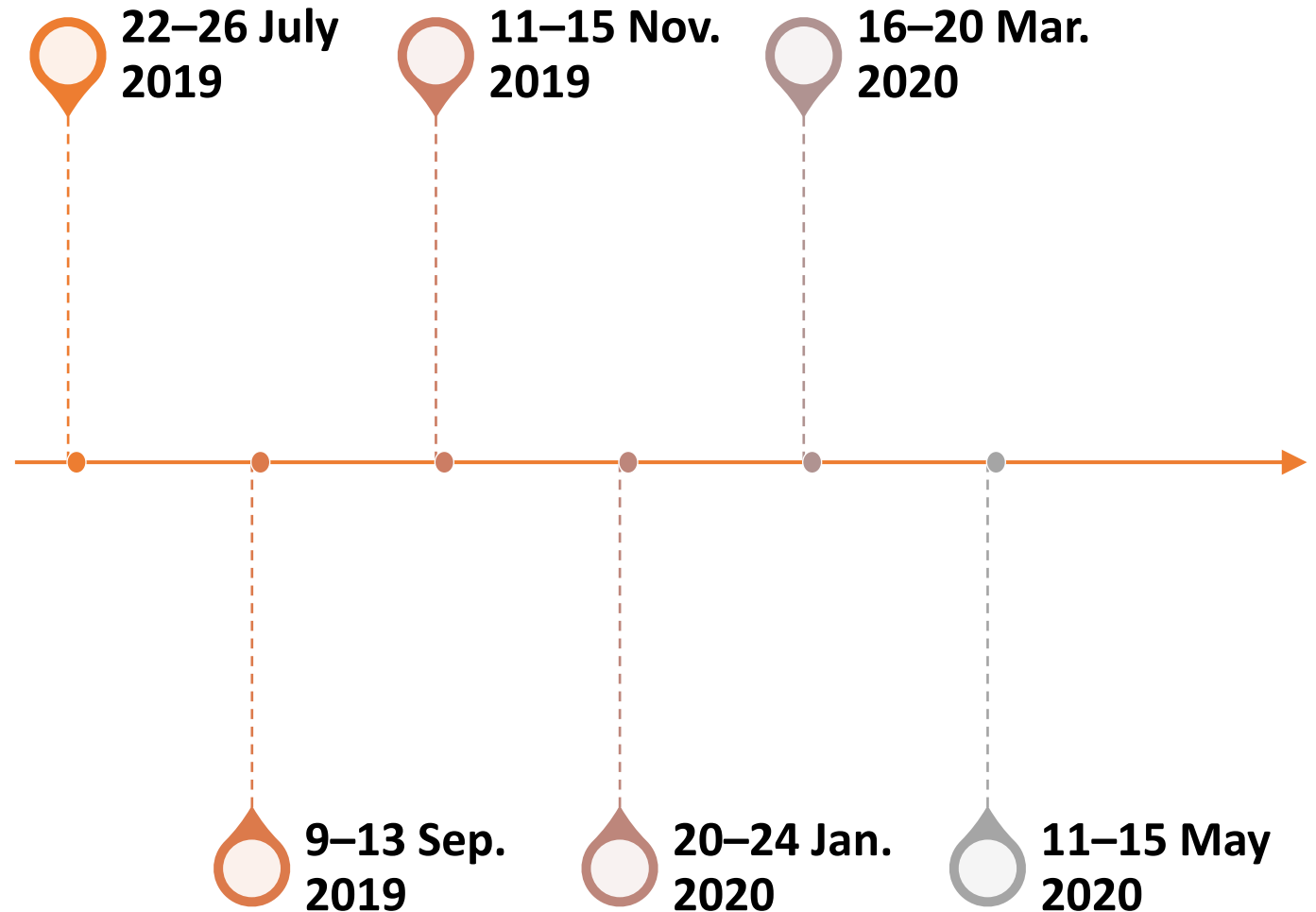
# Effective Records Management Workshops-Training

\*Venue: Lake Naivasha Panorama Park, Naivasha, KENYA

\*Tuition Fee ONLY: Ksh. 59,790 per person (\$700 for Non KENYANS)

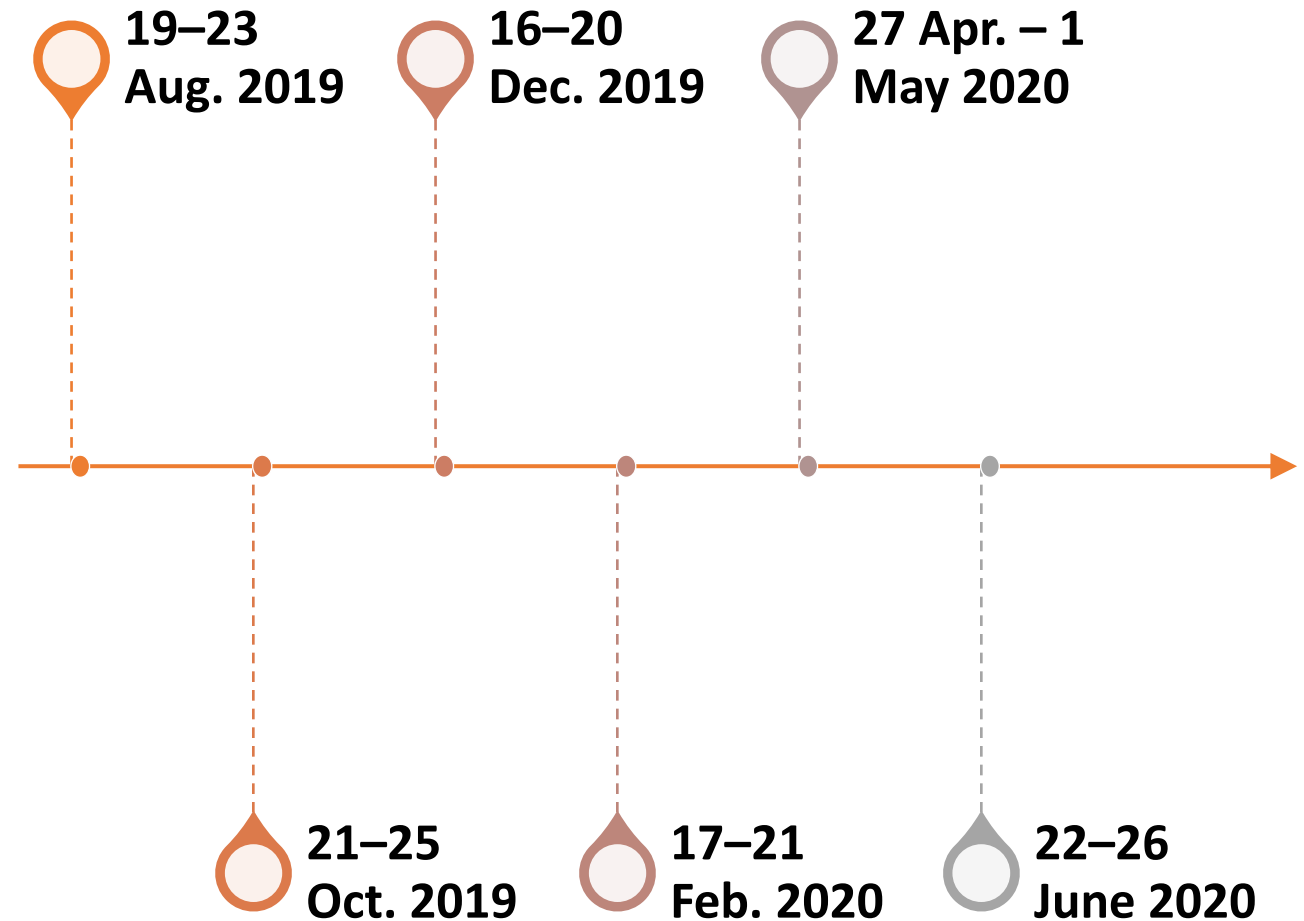
\*Open to: Records Management Officers, Admin Officers, Departmental Records Officers, Receptionists, Secretaries

Each workshop presents an opportunity to better understand implementation and effective management of Records as a user.





# Electronic Document Management Solutions Workshops- Technical Training



\*Venue: Milele Beach, MOMBASA, KENYA

\*Tuition Fee ONLY: Ksh. 59,790 per person (Non Kenyans \$700)

\*Open to: ICT Managers/Officers, Records Managers/Officers, Operations Managers/Officers, Admin Officers

This is a five days Technical training covering Electronic Records Management, Document Management Solution, Imaging Hardware, Document Preparation, Scanning, Indexing,

# Knowledge Management Seminars

\*Venue: Lake Naivasha Panorama  
Camp, Naivasha, KENYA

\*Tuition Fee Only: Ksh. 59,790 per  
person (Non Kenyans \$700)

\*Open to: CEOs, HR Managers,  
Knowledge Managers, Strategic  
Planning Managers,

Theme: Strategic Planning

16–20 Sep. 2019

Theme: Align **knowledge  
management** with your  
organization's strategy and  
objectives.

27–31 Jan. 2020

Theme: Developing knowledge  
management capabilities: a  
structured approach

18–22 May 2020

# Library Management Programs

\*Venue: Lake Naivasha Panorama Camp, Naivasha, Kenya

\*Tuition Fee ONLY: Ksh. 59,790 per person (Non-Kenyans \$700)

Open to: Librarians

\*Each workshop has a key theme



**16–19 July 2019**

**Board Documentation & eBoard Solutions Conference**

\*Theme: Smart Access to Board Packs, Paperless Meetings

Venue: Lake Naivasha Panorama Camp, Naivasha, KENYA

Conference FEE ONLY: Ksh. 42,790 per person (\$500 non Kenyans)

**10–14 Feb. 2020**

**East Africa Document Management Conference 2020**

\*Theme: Effective transition from Manual to Electronic Records Management

Venue: Kenya School of Monetary Studies, Nairobi, KE

Conference FEE ONLY: Ksh. 55,000 per person (\$700 non Kenyans)

**15–19 June 2020**

**National Librarians Conference 2020**

\*Theme: Sustainability of Libraries in Modern Era

Travelers Beach Hotel, Mombasa

Conference FEE ONLY: Ksh. 45,000 per person (\$600 non Kenyans)

**Records Managers Conference 2019**

\*Theme: Being at the Core of Effective Governance

Venue: Milele Beach, Mombasa, KE

Conference FEE ONLY: Ksh. 45,000 per person (\$500 non Kenyans)

**18–22 Nov. 2019**

**East Africa Knowledge Management Conference 2020**

\*Theme: Knowledge Management as a Key Component in Governance

Venue: Travelers Beach, Mombasa, KE

Conference FEE ONLY: Ksh. 55,000 per person (\$700 non Kenyans)

**23–27 Mar. 2020**

# RIMEA Conferences

# Supervisory Records Management Short Courses

## **Intermediate Records and Information Management Course (2 weeks)**

6<sup>th</sup> to 17<sup>th</sup> Jan 2020

1<sup>st</sup> to 12<sup>th</sup> June 2020

Venue: RIMEA Training Centre, Naivasha, Kenya

## **Advanced Records and Information Management Course (3 weeks)**

23<sup>rd</sup> Sep to 11<sup>th</sup> Oct 2019

24<sup>th</sup> Feb to 13<sup>th</sup> Mar 2020

Venue: RIMEA Training Centre, Naivasha, Kenya

**\*Tuition Fee for this programs to be provided on request.**

# Uganda Workshops

Uganda workshops for 2019/2020 financial year

Venue: Grand Imperial Hotel, Kampala, Uganda

Workshop Fees ONLY: UGX. 1,000,000 | \$300 | Kes. 30,000

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# Inhouse Programs

| <b>Board, Executive Management and Departmental Heads</b>   |        |
|---|--------|
| eBoard Solutions and Related Technologies Training  | 2 Days |
| Strategic Planning for Records & Information Management   | 3 Day  |
| Policies, Procedures and Standardized Operating Procedures  | 3 Days |
| Information Governance  | 3 Day  |
| Effective Records & Information Management: Policy Level  | 3 Days |
| Electronic Document Management Solution: Needs analysis, Planning, Budgeting, Procuring               | 3 Days |
| <b>Managers/Section Heads</b>   |        |
| Standardized Operating Procedures & Organizational Policies   | 2 Days |
| Strategic Planning  | 4 Days |
| Strategic Planning, Acquisition and Implementation of Electronic Document Management Solutions (EDMS) | 5 Days |
| Knowledge Management Strategy and Planning  | 3 Days |
| Archiving and Disposition of Records  | 2 Days |
| <b>Staff</b>  |        |
| Effective Records & Information Management  | 4 Days |
| Electronic Document Management Technology & Imaging Solutions   | 3 Days |
| Knowledge Management Basics, Intranets and Knowledge Portals  | 3 Days |
| Enterprises Resource Planning Solutions Training  | 4 Days |
| Library Management, Technologies & eResources   | 3 Days |
| KOHA  | 3 Days |
| Communication and Mail Management   | 2 Days |
| Effective Procurement, Supply Chain & Documentation   | 3 Days |
| <b>PROGRAM Costs available on request</b>   |        |



# Mail Contacts for Capacity Building Programs

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Head of Operations & Capacity Building Programs: Charity Kimwama [charity@rimeastafrica.org](mailto:charity@rimeastafrica.org)

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Russel Wekesa: [russel@rimeastafrica.org](mailto:russel@rimeastafrica.org)

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Norah Michelle: [consult@rimeastafrica.org](mailto:consult@rimeastafrica.org)

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Ann Gikonyo: [ec@rimeastafrica.org](mailto:ec@rimeastafrica.org)

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Registered Business Details:

Milestone Business Centre, Ridgeways, Nairobi, KENYA, P.O. Box 13113-00400 Nairobi

[info@rimeastafrica.org](mailto:info@rimeastafrica.org), +254770694598

## "THANK YOU" IN SEVERAL AFRICAN LANGUAGES



The image features a green map of Africa centered on a yellow background with a repeating geometric pattern. Seven yellow callout boxes with orange dots point to specific regions on the map, each containing the word for 'Thank You' in a local language and its linguistic family.

| Country      | Word                                 | Language                         |
|--------------|--------------------------------------|----------------------------------|
| Egypt        | "Shukran"                            | (Arabic)                         |
| Ethiopia     | "Amesegëmallô"                       | (Amharic)                        |
| Kenya        | "Asante"                             | (Swahili)                        |
| Uganda       | "Webale"                             | (Luganda)                        |
| Botswana     | "Ke a leboga"                        | (Setswana)                       |
| South Africa | "Ngiyabonga"<br>"Enkosi"<br>"Dankie" | (Zulu)<br>(Xhosa)<br>(Afrikaans) |
| Angola       | "Obrigado"                           | (Portuguese)                     |
| Cameroon     | "Merci"                              | (French)                         |

[tripsavvy](#)