

Dear Future Client,

15th June 2018

UPCOMING WORKSHOPS ON EFFECTIVE RECORDS AND INFORMATION MANAGEMENT (JULY 2018- JUNE 2019)

RIMEA Invites you to nominate and facilitate your Staff for the workshops below

August 2018: 27th to 31st August 2018
Workshop on Effective Records and Information Management

September 2018: 17th to 21st September 2018
2018 RIMPEA Conference

October 2018: 15th to 19 October 2018
Workshop on Effective Records and Information Management

November 2018: 19th to 23rd November 2018
Workshop on Effective Records and Information Management

December 2018: 17th to 21st December 2018
Workshop on Effective Records and Information Management

January 2019: 21st to 25th January 2019
Workshop on Effective Records and Information Management

February 2019: 18th to 22nd February 2019
Workshop on Effective Records and Information Management

March 2019: 11th to 15th March 2019
Workshop on Effective Records and Information Management

April 2019: 22nd to 26th April 2019
Workshop on Effective Records and Information Management

June 2019: 17th to 21st June 2019
Workshop on Effective Records and Information Management

NB

- 1) Fee Covers: Workshop Materials, Notes, Presentations, Certificates, Daytime -Meals, Refreshments and Membership to RIMPEA (Exclusive of Accommodation and Transport.)
- 2) Delegates Fee is Ksh. 59,790 per person (Excl of VAT). Non-Kenyans- \$ 650
- 3) Workshop Venue is Lake Naivasha Panorama Park, Naivasha, KENYA for all the Workshops

CEOs Note

AT RIMEA we have facilitated over 200 in-house sensitization programs, 169 workshops and 9 Conferences Covering Information Management (Records Management, Library, Archives, Information Security, Knowledge Management, Mail & Correspondence Management) hosting over 4,000 delegates across Eastern Africa drawn from Government, Private and Non-Governmental organization over the last 6 years.

SINCERELY,

DON VICTOR SIMON GICHUKI | CHIEF EXECUTIVE OFFICER

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