

Dear Future Client,

15th June 2018

**UPCOMING WORKSHOPS ON EFFECTIVE SECRETARIES AND PERSONAL ASSISTANTS (JULY 2018- JUNE 2019)**

RIMEA Invites you to nominate and facilitate your Administration Officers, Executive Assistants, Personal Assistants for the workshops below

August 2018: 20th to 24th August 2018  
2018 Administration Officers & Executive Assistants Conference

September 2018: 24th to 28th September 2018  
Workshop on Effective Secretaries and Personal Assistants

October 2018: 8th to 12th October 2018  
Workshop on Effective Secretaries and Personal Assistants

November 2018: 12th to 16th November 2018  
Workshop on Effective Secretaries and Personal Assistants

December 2018: 17th to 21st December 2018  
Workshop on Effective Secretaries and Personal Assistants

January 2019: 28th January to 1st February 2019  
Workshop on Effective Secretaries and Personal Assistants

February 2019: 18th to 22nd February 2019  
Workshop on Effective Secretaries and Personal Assistants

March 2019: 11th to 15th March 2019  
Workshop on Effective Secretaries and Personal Assistants

April 2019: 22nd to 26th April 2019  
Workshop on Effective Secretaries and Personal Assistants

June 2019: 17th to 21st June 2019  
Workshop on Effective Secretaries and Personal Assistants

**NB**

- 1) Fee Covers: Workshop Materials, Notes, Presentations, Certificates, Daytime -Meals, Refreshments and Membership to RIMEA (Exclusive of Accommodation and Transport.)
- 2) Delegates Fee is Ksh. 59,790 per person (Excl of VAT). Non-Kenyans- \$ 650
- 3) Workshop Venue is Milele Beach Hotel, Mombasa, 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,

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