

RIMEA



A Division of Records & Information Management East Africa Limited (RIMEA)

RIMEA Capacity Building Training Program 2020

RIMEA ©

About RIMEA

RIMEA is a Consulting and Capacity Building Company in Records Management, Knowledge Management, Information Security, Library Management.

As a regional Registered Trainer with NITA, we strive to provide quality training to enable organizations better improve their service delivery as well as quality of records/knowledge/library and information security in their organizations.

We have conducted hundred of capacity building programs in East Africa



RIMEA Capacity Building Programs



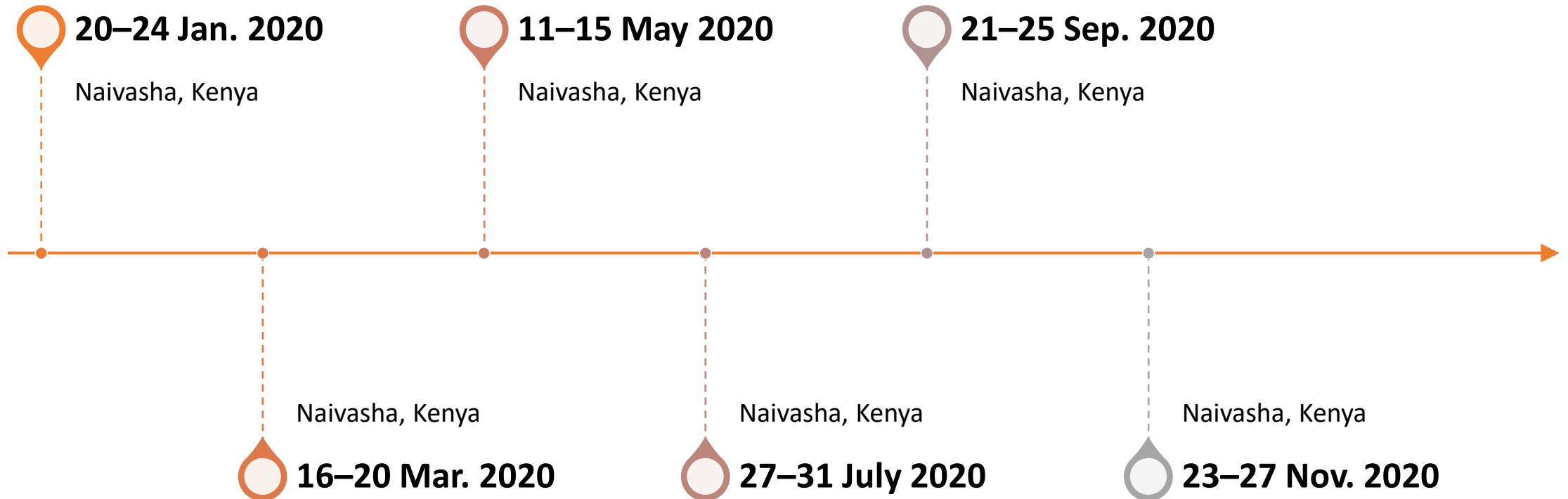
Capacity building is, of course, only meaningful when it refers to what it is planned to build capacity in. ... Empowerment is the process of enhancing the capacity of individuals or groups to make choices and to transform those choices into desired actions and outcomes.

All our programs have CPD Points for Records Management, Library, Information Technology and Knowledge Professionals.

****Our 2020 programs will run in only Kenya. Uganda, Tanzania and Rwanda programs resume in 2021***

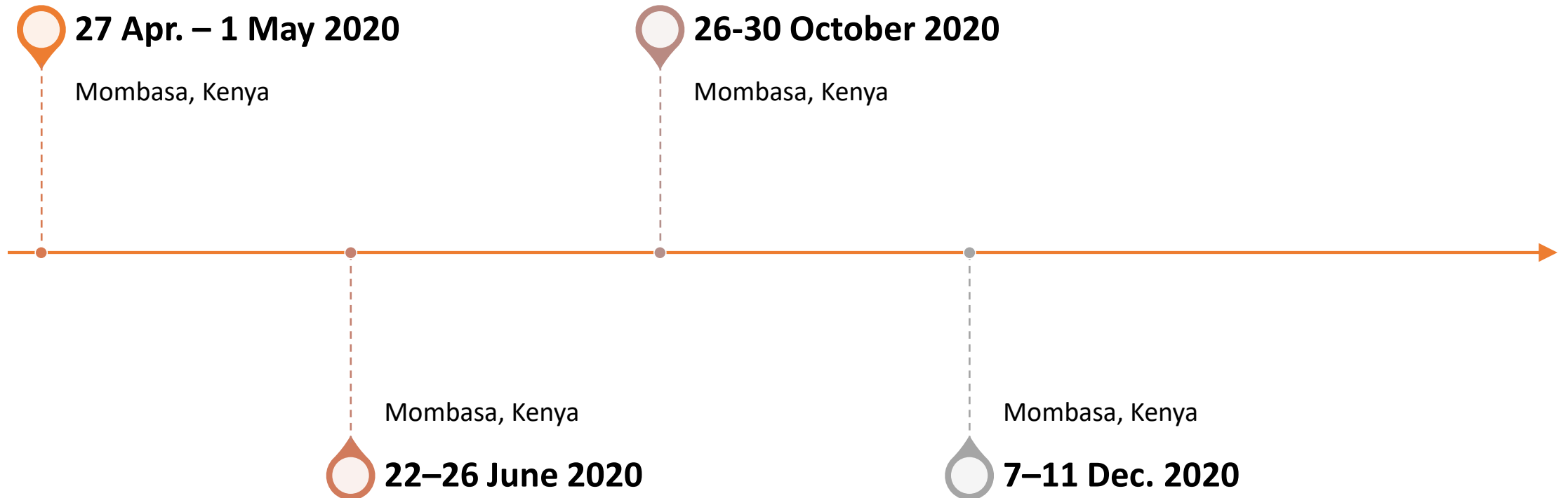
Effective Records and Information Management Training

(5 days) RIMEA CPD Points-10 CPD Points, Ksh. 59,790/\$600 per person



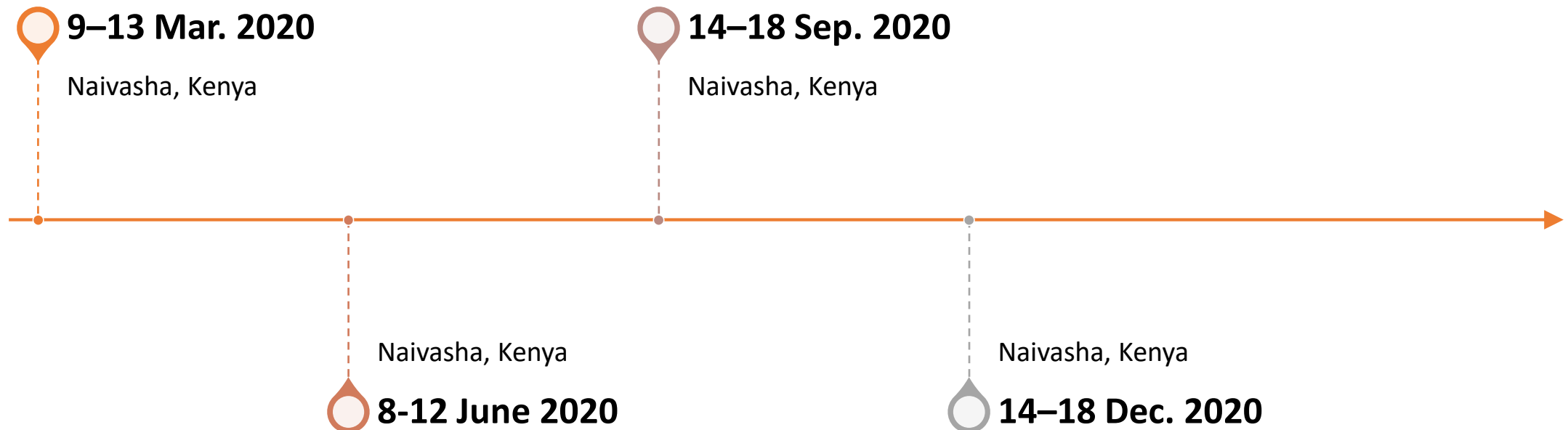
Electronic Document Management Systems Training

(5 days) RIMEA CPD Points-10 CPD Points, Ksh. 59,790/\$600 per person



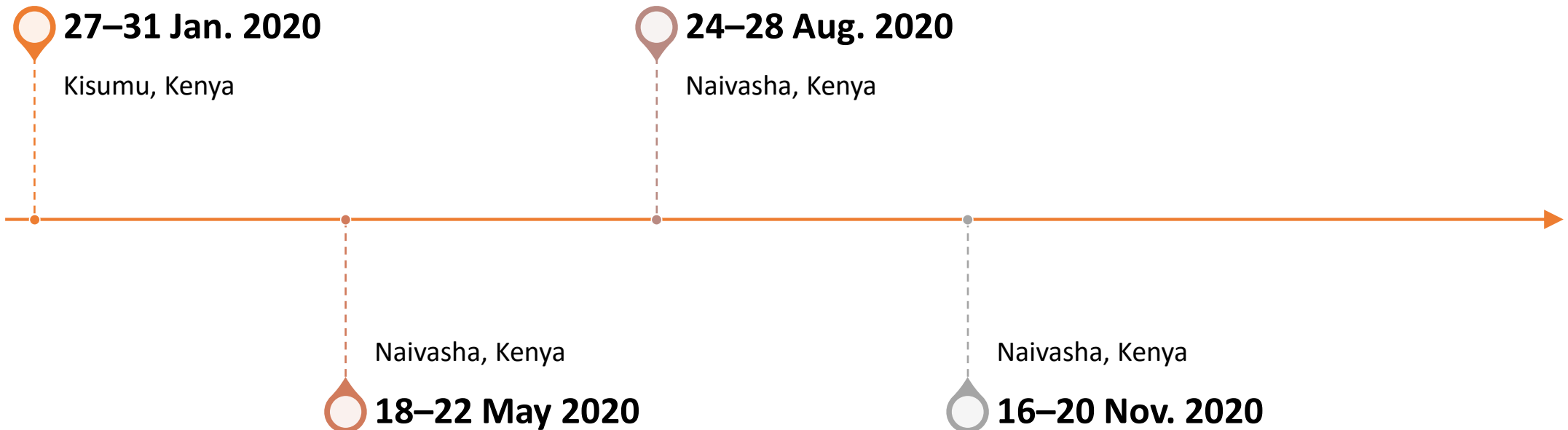
Records & Information Management Documentation and Compliance Training

(5 days) RIMEA CPD Points-10 CPD Points, Ksh. 59,790/\$600 per person



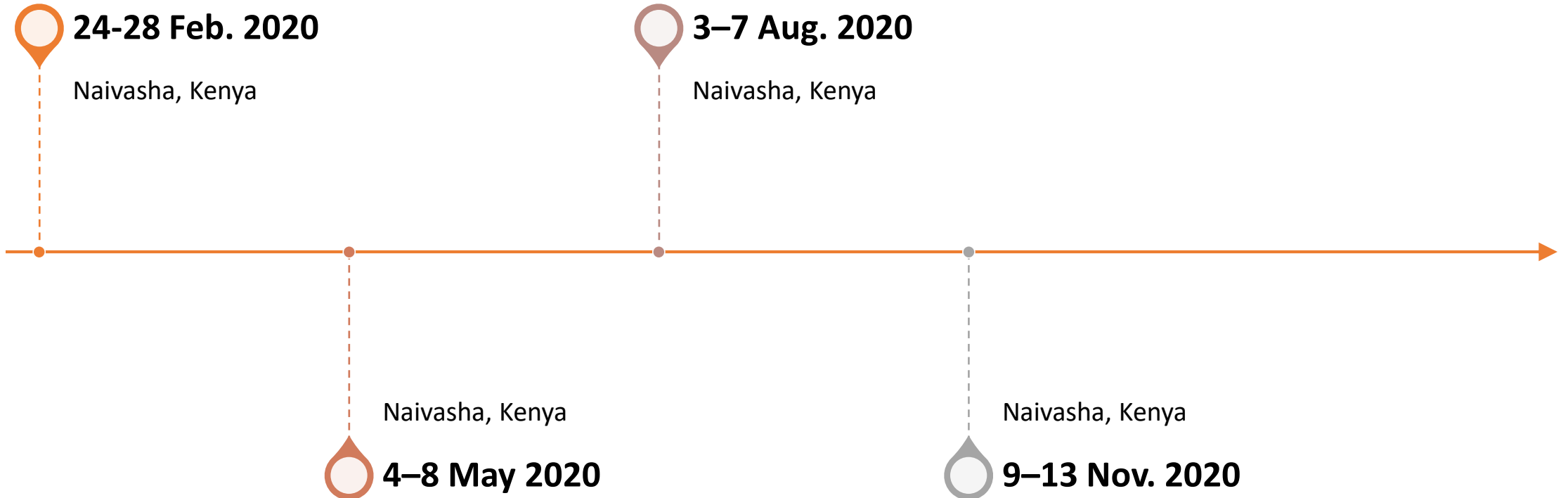
Knowledge Management Training

(5 days) RIMEA CPD Points-10 CPD Points, Ksh. 59,790/\$600 per person



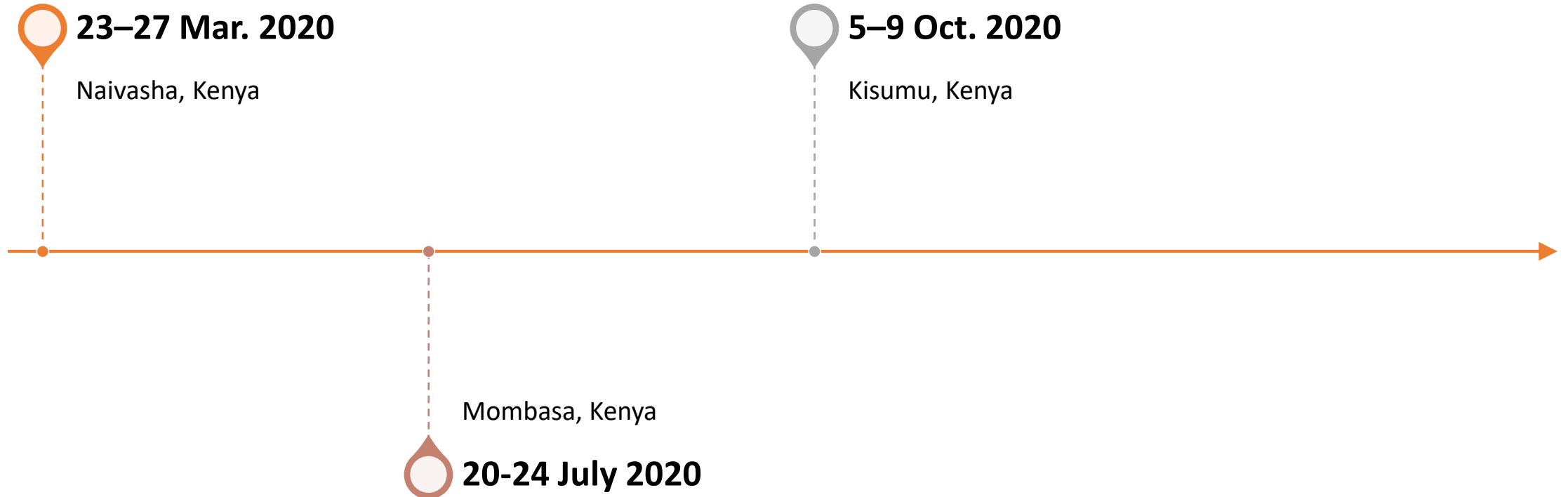
Mailroom and Physical Mail Management Training

(5 days) RIMEA CPD Points-10 CPD Points, Ksh. 59,790/\$600 per person



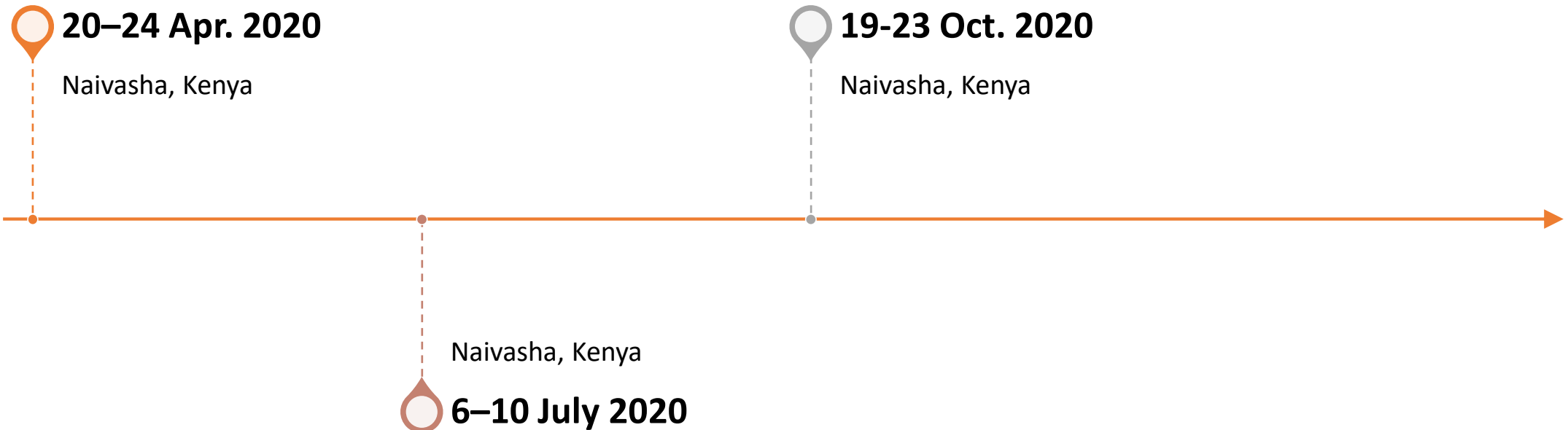
Infrastructure and Information Security Training

(5 days) RIMEA CPD Points-10 CPD Points, Ksh. 59,790/\$600 per person



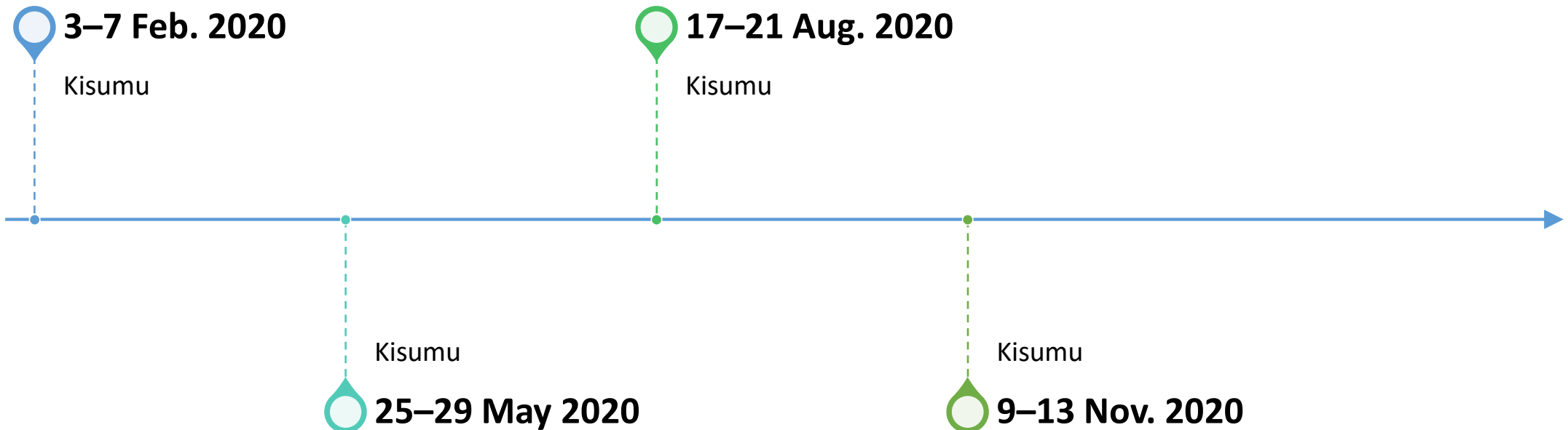
Library Automation & KOHA Technical Training

(5 days) RIMEA CPD Points-10 CPD Points, Ksh. 59,790/\$600 per person



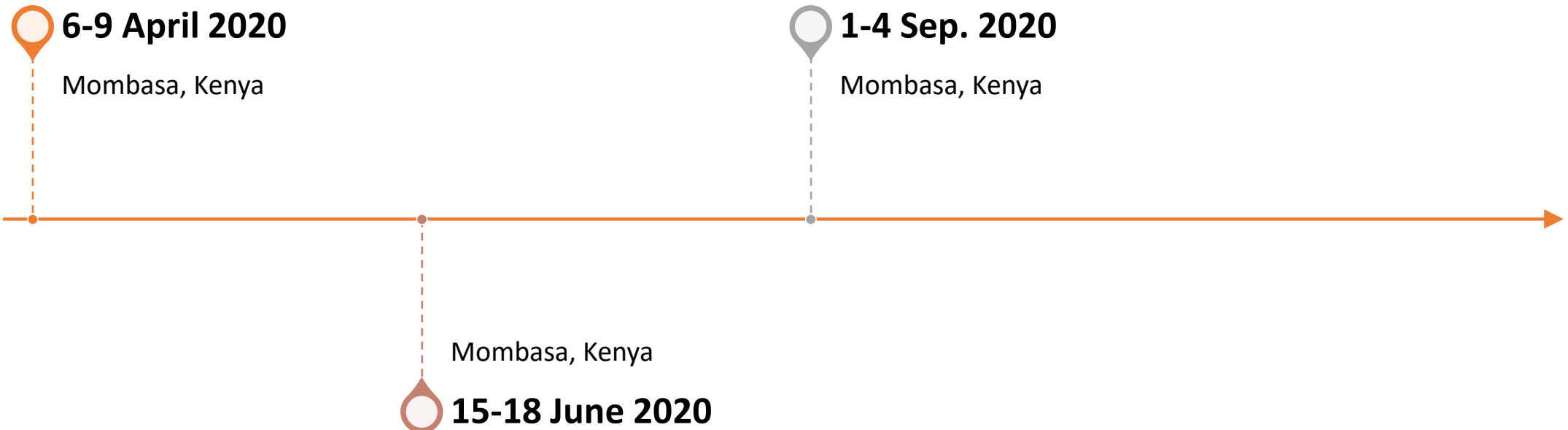
Management of Personnel Records and Digitization

(5 days) RIMEA CPD Points-10 CPD Points, Ksh. 59,790/\$600 per person



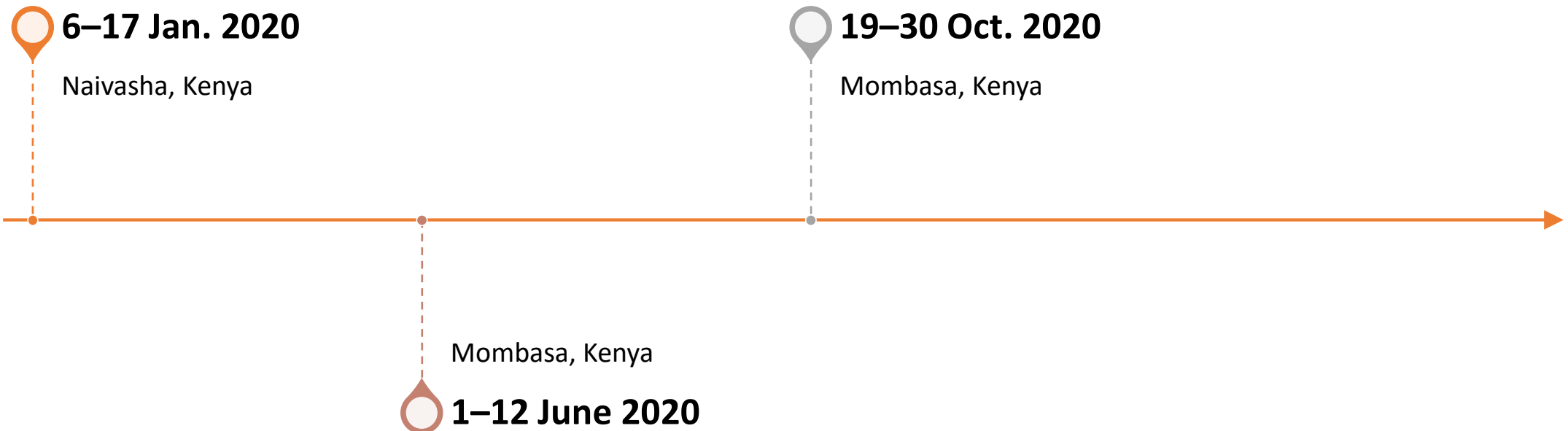
Records Management & Digitization Training for Finance & Procurement Staff

(4 days) RIMEA CPD Points-8 CPD Points, Ksh. 49,790/\$500 per person



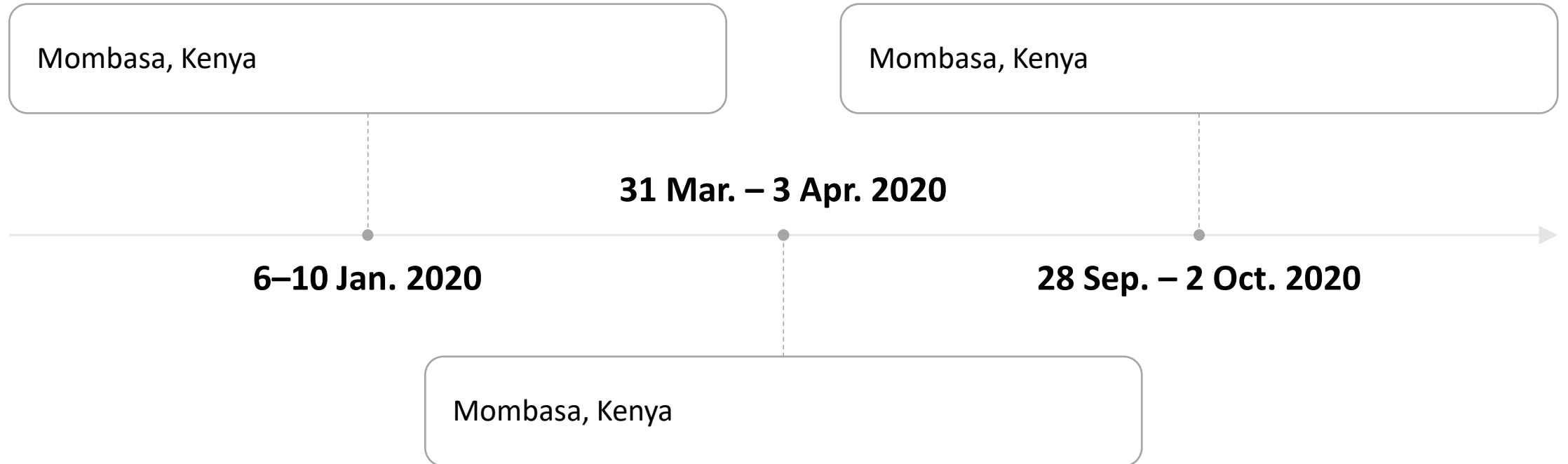
Intermediate Effective Records Management Certificate Course

(A two weeks intensive training on records management.)



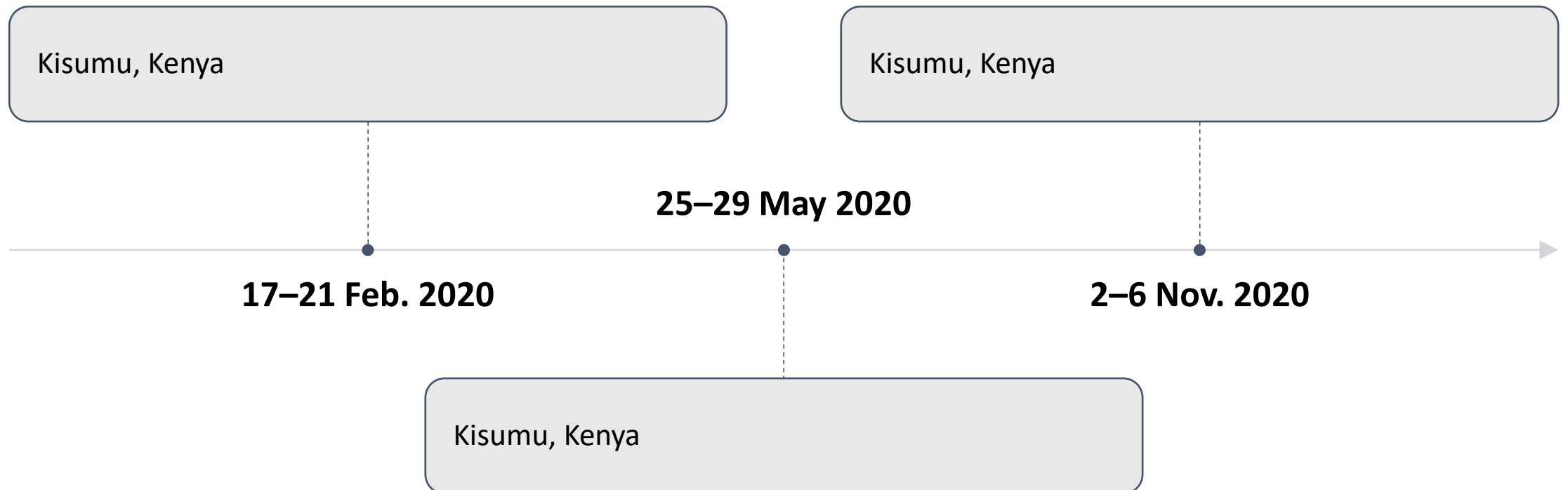
Secretaries & Admin Officers Training on Records Management

(5 days) RIMEA CPD Points-10 CPD Points, Ksh. 59,790/\$600 per person



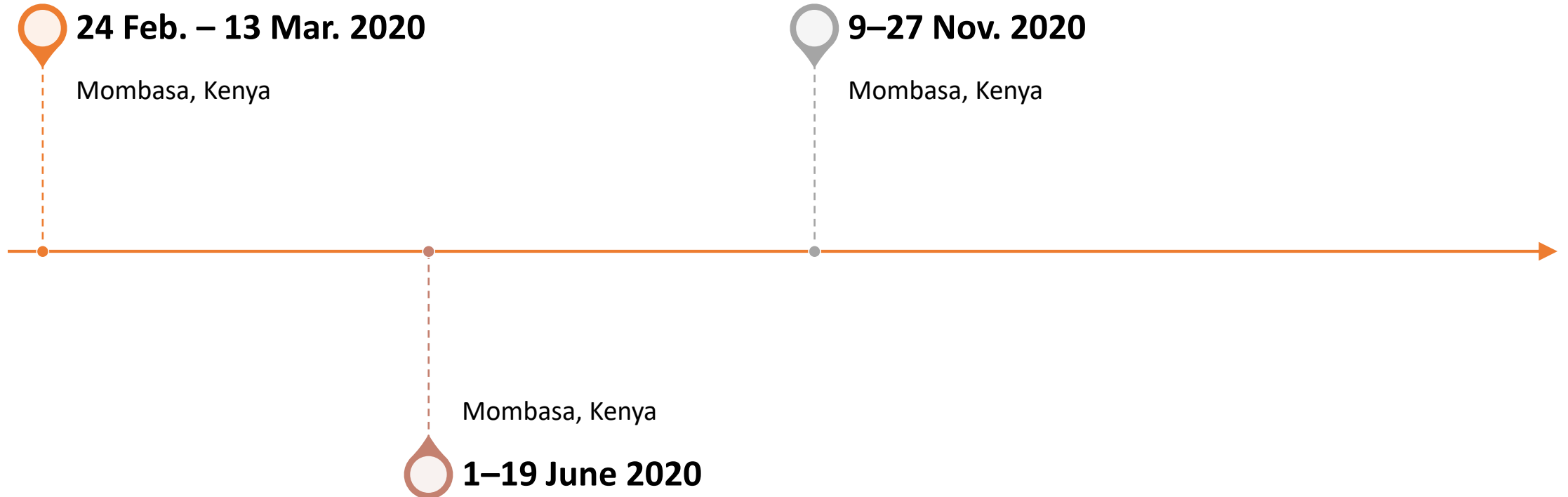
Customer Service, Communication, Records and Mail Management Training for Customer Care Staff

(5 days) RIMEA CPD Points-10 CPD Points, Ksh. 59,790/\$600 per person



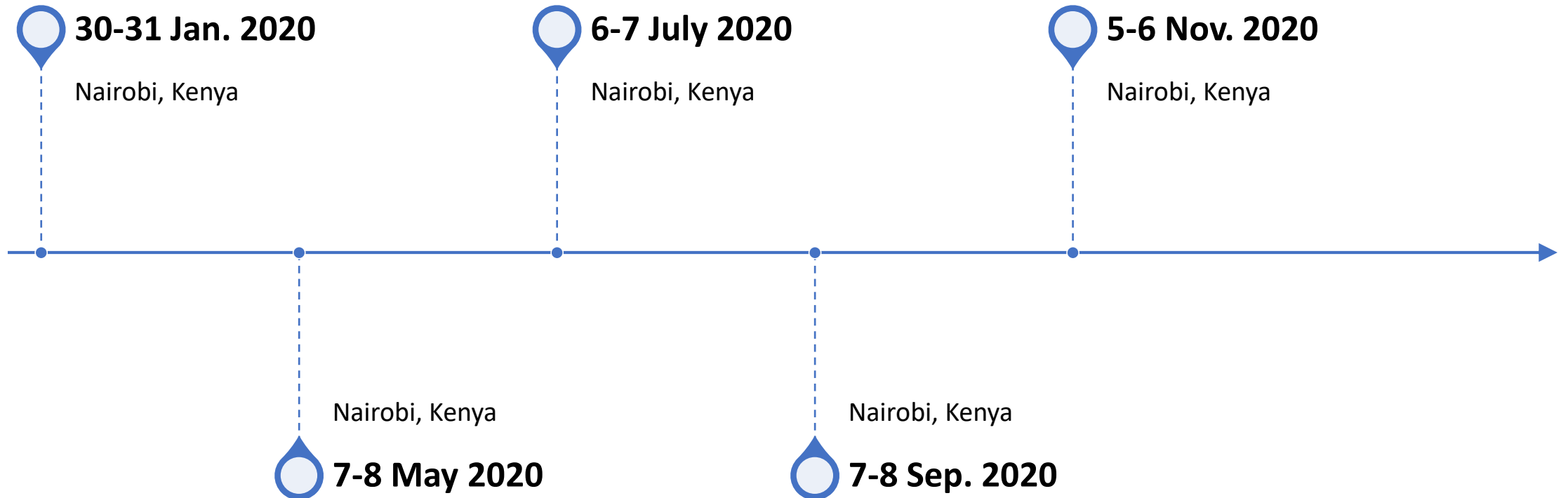
Advanced Effective Records Management Certificate Course

(A three weeks intensive training on records management)



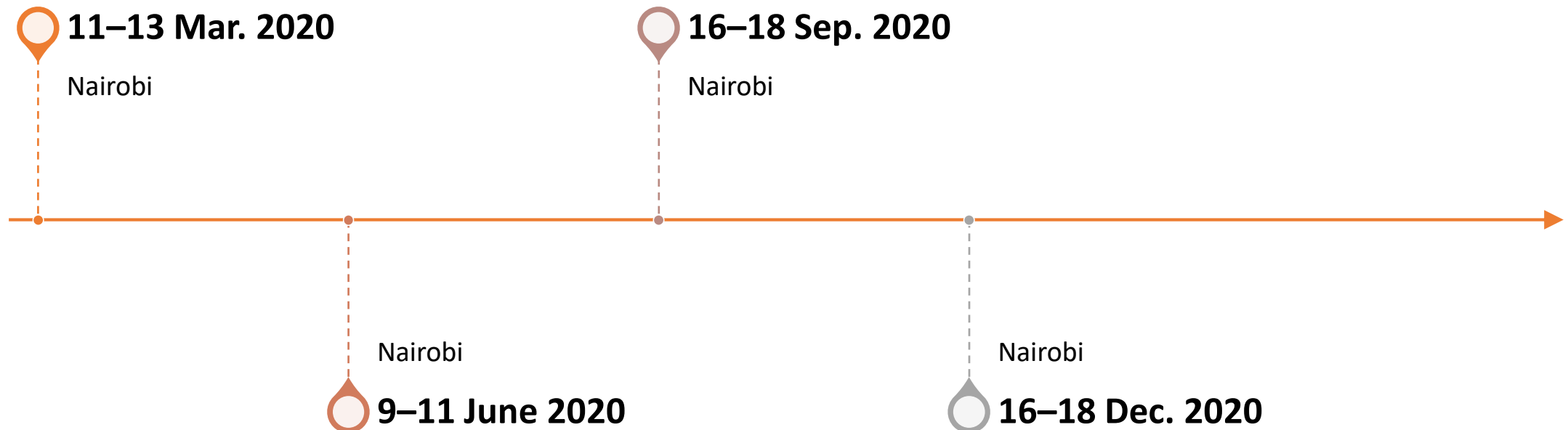
Records Disposition and Retention Schedules Training

(2 Day), RIMEA CPD Points-4 CPD Points, Ksh. 19,790/\$300 per person



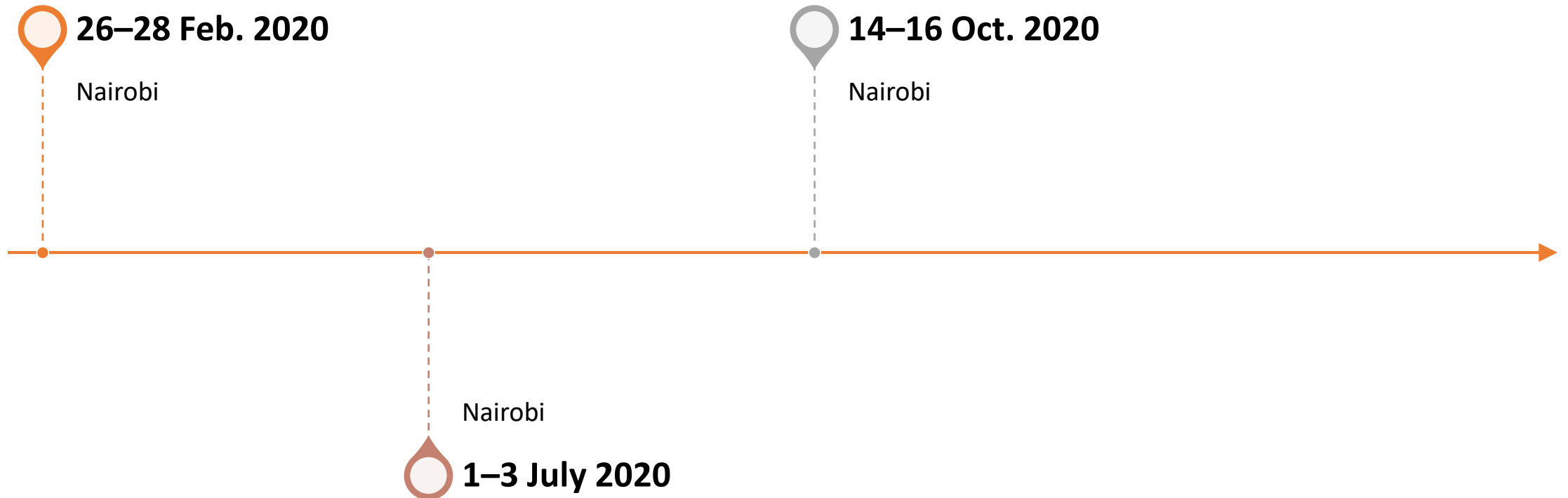
Bulk Scanning/Digitization & Imaging Hardware Technical Training

(3 days) RIMEA CPD Points-6 CPD Points, Ksh. 33,790/\$400 per person



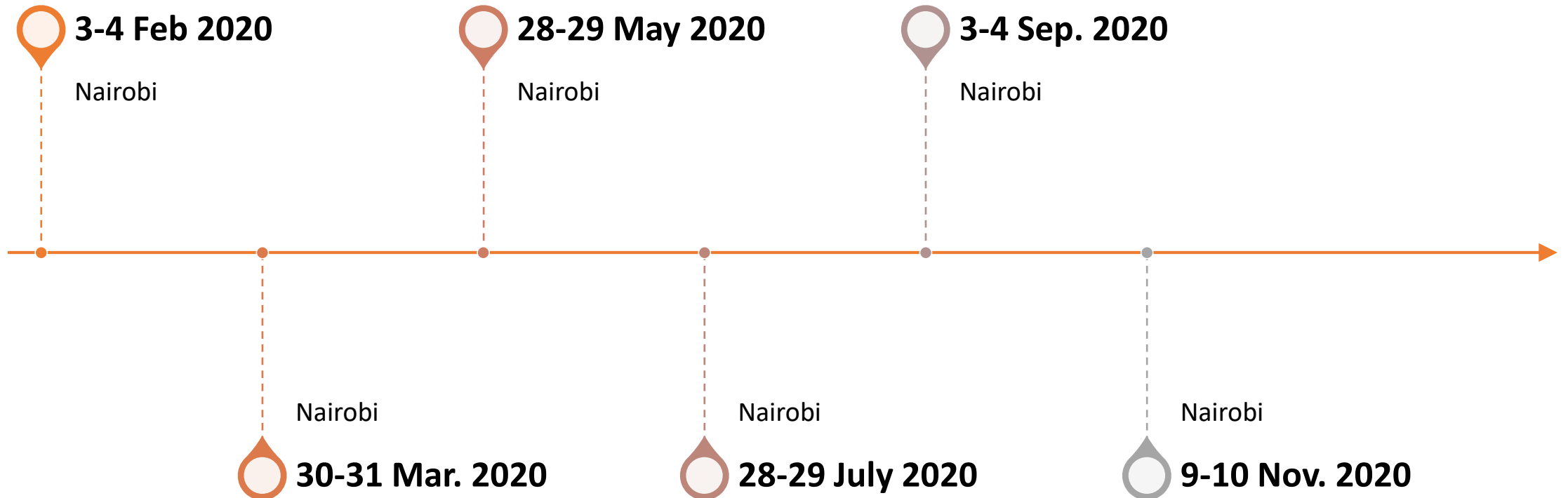
Management of Records Centers and Archives Training

(3 days) RIMEA CPD Points-6 CPD Points, Ksh. 33,790/\$400 per person



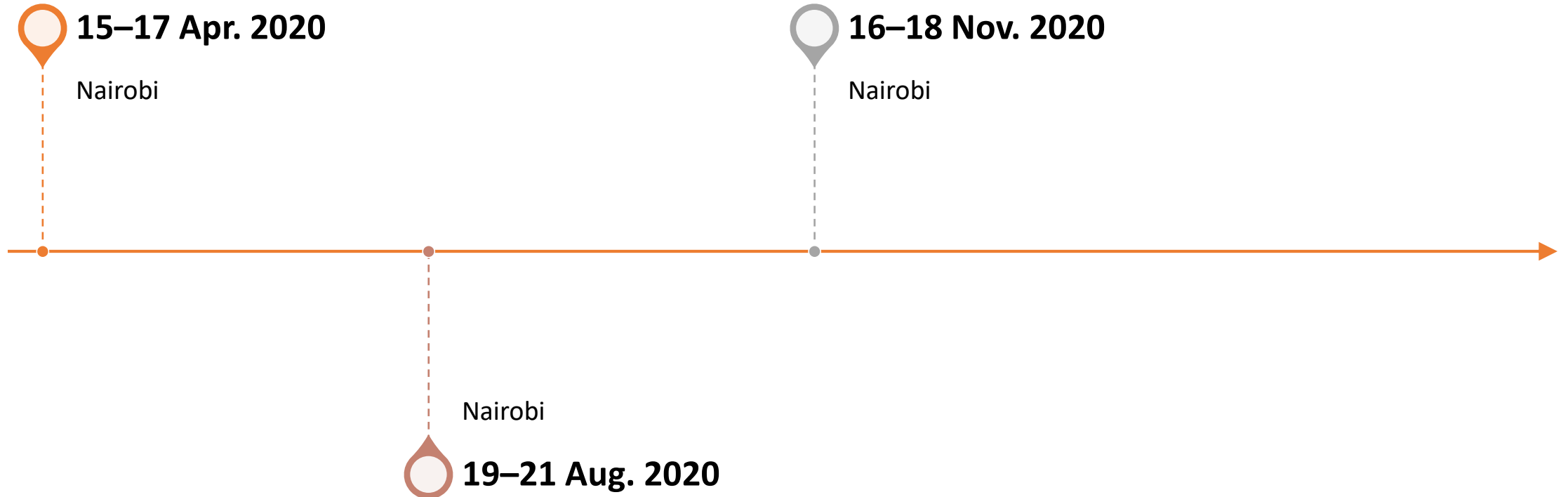
Legal Records Management & Automation Training

(2 days) RIMEA CPD Points-4 CPD Points, Ksh. 21,790/\$220 per person



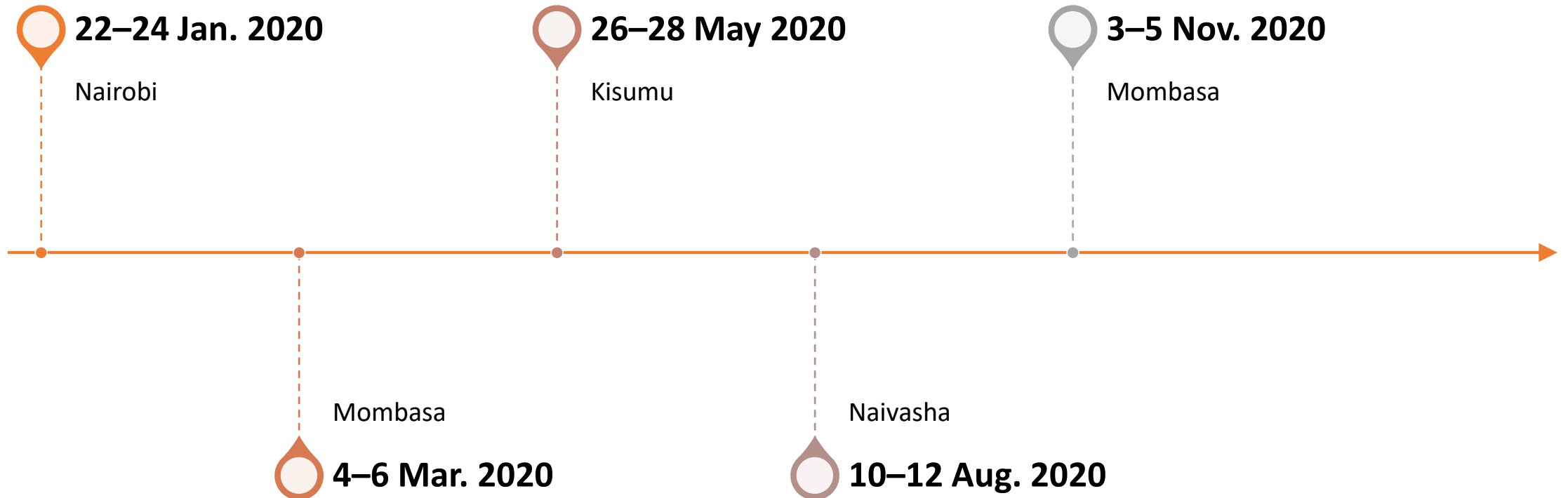
Insurance Records Management & Automation Training

(3 days) RIMEA CPD Points-6 CPD Points, Ksh. 33,790/\$350 per person



Board Documentation and eBoard Solutions Training

(3 days) RIMEA CPD Points-6 CPD Points, Ksh. 45,790/\$460 per person





Conferences- Kenya



Conferences- Uganda





Records Management

- Records Management: Modern Trends and Practices
- Managing HR and Personnel Records
- Bulk Scanning and Digitization
- Records Management for Secretaries and Admin Officers
- Records Disposition and Retention Schedules
- Policy Development and Compliance
- Implementing Electronic Document and Records Management Systems
- Records Management for Finance Staff
- Records Management for Non Records Staff





Library

- Library Management Automation
- KOHA Technical Training

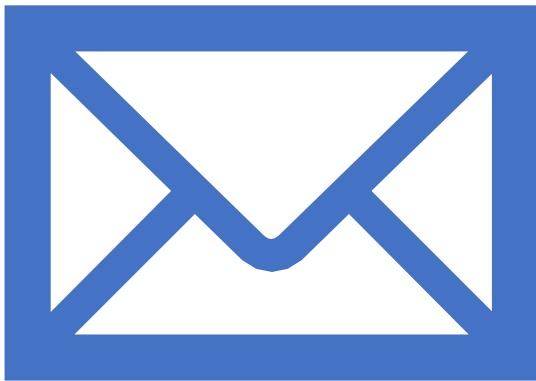
Knowledge Management



- Basic Knowledge Management
- Set up and Implementing Knowledge Management Systems
- Knowledge Management for HR Staff
- Knowledge management: Organizational Culture and Leadership
- Knowledge Management Strategy



RIMEA



Contact Us

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