www.rimeastafrica.org

RIMEA Programs 2023

Prepared by Training Division

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To HR Heads

Thank you for always trusting RIMEA to be your trusted partner in Records and Information Management.

Records and Information Management East Africa Limited Provides Integrated Records and Information Management Solutions & Capacity Building for hundreds of organizations in the region.

As you start the Year 2023, we invite you to our various programs covering
- Records Management
- Digitization
- Effective Business Support
- Mail Management

As always we strive to offer you the very best.
On same breathe please note that any of the above are available for group inhouse training on request.

We are Registered with National Industrial Training Authority under: NITA/TRN/1484

We look forward to continue patronage.

For any clients feedback, suggestions and partnership, feel free to reach me on don@rimeastafrica.org

Regards,

Simon Gichuki

EFFECTIVE RECORDS MANAGEMENT WORKSHOPS 2023

30Jan- Feb 2023: Effective Records Management and Data Protection Workshop	Kisumu
22-26 May 2023: Effective Records Management and Archiving Workshop	Mombasa
10-14 July 2023: Effective Records and Information Management Workshop on Records Centers Management	Mombasa
11-15 Sep 2023: Effective Records and Information Management Workshop on Classification	Mombasa
6-10 Nov 2023: Effective Records Management, Policies and Compliance	Mombasa

*Ksh. 67,000 per person covering training fee, daytime meals and refreshments(Exlc of VAT)
*Participants should plan for own accommodation and Transport

ELECTRONIC DOCUMENT MANAGEMENT WORKSHOPS 2023

27 Feb- 3 Mar 2023: Digitization & Electronic Document Management Workshop	Mombasa
17-21 April 2023: Digitization & Electronic Document Management Workshop	Nakuru
12-16 June 2023: Digitization & Electronic Document Management Workshop	Mombasa
21-25 Aug 2023: Digitization & Electronic Document Management Workshop	Meru
9-13 Oct 2023: Digitization & Electronic Document Management Workshop	Mombasa
18-22 Dec 2023: Digitization & Electronic Document Management Workshop	Mombasa

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EFFECTIVE BUSINESS SUPPORT WORKSHOPS 2023

16-20 Jan 2023: Effective Business Support Workshop	Mombasa
13-17 Feb 2023: Client Relations and Customer Service Workshop	Mombasa
13-17 Mar 2023: Correspondences and Mail Management Workshop	Mombasa
8-12 May 2023: Professional Skills for Administrators & Secretaries Workshop	Mombasa
5-9 June 2023: Customer Service in Public Sector Workshop	Mombasa
24-28 July 2023: Administrative Operations and Coordination Workshop	Mombasa
14-18 Aug 2023: Administrative Operations and Coordination Workshop	Kisumu
11-15 Sep 2023: Administrative Operations and Coordination Workshop	Nakuru
23-27 Oct 2023: Administrative Operations and Coordination Workshop	Nakuru
13-17 Nov 2023: Administrative Operations and Coordination Workshop	Mombasa
4-8 Dec 2023: Administrative Operations and Coordination Workshop	Mombasa

*Ksh. 67,000 per person covering training fee, daytime meals and refreshments(Exlc of VAT)
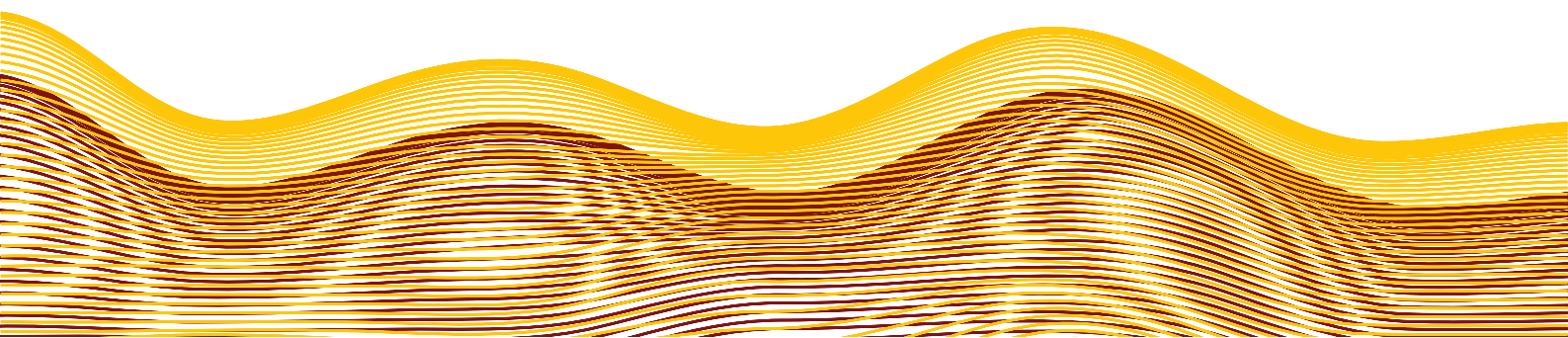*Participants should plan for own accommodation and Transport

MAIL MANAGEMENT WORKSHOPS 2023

13-17 Mar 2023: Mail Management Workshop	Mombasa
8-12 May 2023: Mail Management Workshop	Nakuru

*Ksh. 67,000 per person covering training fee, daytime meals and refreshments(Exlc of VAT)
*Participants should plan for own accommodation and Transport

CONFERENCES 2023

5th RIMEA National Librarians Conference 14-18 Feb 2023	Nakuru, Kenya
3rd Parastatals Records Management Professionals Annual Conference 27-31 Mar 2023	Mombasa, Kenya
2nd Annual Administration Officers & Secretaries Conference 3-7 Apr 2023	Mombasa, Kenya
2023 County Records Management & Digitization Annual Conference 8-12 May 2023	Nakuru, Kenya
4th RIMEA EDMS Conference 19-23 June 2023	Nakuru, Kenya
2nd Nairobi Records Management Conference 13 July 2023	Nairobi, Kenya
4th Sacco Records Management and Digitization Conference 23-25 Aug 2023	Meru, Kenya
6th RIMEA Annual Records Management Conference 20-24 Nov 2023	Mombasa, Kenya

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*Participants should plan for own accommodation and Transport

OUT OF KENYA EVENTS

Kigali Regional Conference on Records Management Outsourcing 18-21 Apr 2023	Kigali, Rwanda
1st Entebbe Records Management Conference 25-29 Sep 2023	Entebbe, Uganda

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*Participants should plan for own accommodation and Transport
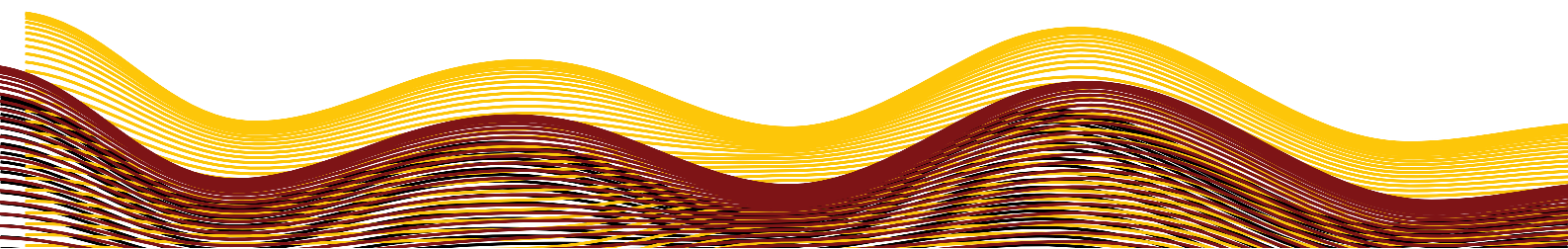
INHOUSE STAFF PROGRAMS

Departmental Heads Inhouse Training on Effective Records Management	4 Days
Finance Department Training on Finance Records Management, Storage, Digitization and Process Automation	4 Days
Records Management Committee Team Training on Streamlining Records Management and Digitization	4 Days

*Fee is a group fee
*Venue is dependent on the client preference

For Integrated Records and Information Management Solutions & Capacity Building
Nairobi │ Kampala │ Dar-Es Salaam │ Kigali │ Gitega │ Juba │ Kinshasa