

## **FIRM OVERVIEW: RECORDS AND INFORMATION MANAGEMENT EAST AFRICA LIMITED (RIMEA)**

**About RIMEA:** Records and Information Management East Africa Limited (RIMEA) is a leading consultancy and training firm specializing in the field of records and information management. With a strong presence in East Africa, RIMEA has a proven track record of providing comprehensive solutions to help organizations effectively manage their records and information, thereby enhancing operational efficiency, compliance, and data security. For purposes of capacity building in Records & Information Management, we are NITA Accredited in Kenya (NITA/TRN/01484)

### **CAPACITY BUILDING PLAN FOR PRIVATE SECTOR FIRMS IN 2024:**

In 2024, RIMEA has developed an ambitious Capacity Building Plan tailored to meet the unique needs of private sector firms. The objective is to empower boards, management, and staff with the knowledge and skills necessary to implement best practices in records and information management. The plan includes a range of training programs designed to have a lasting impact on organizations, enhancing their operations, risk management, and compliance. Here's an overview of the plan:

**1. TRAINING PROGRAMS:** RIMEA's training programs in 2024 encompass a wide array of topics, addressing various aspects of records and information management. These programs are designed to cater to different roles within private sector firms, from board members to staff members. The following are some key training programs:

**a. Board of Directors Training (Duration: 2 Days) The Board RIM Governance & Automation program:** This program is aimed at board members, equipping them with a high-level understanding of the importance of records and information management.

It covers compliance,

- governance,
- risk management, and
- the role of the board in driving effective data and information management strategies.

**b. Management Training (RIM for Business)- A Three Day Program:** Designed for senior and middle management, this program explores strategies for implementing effective records and information management systems within the organization.

It delves into

- compliance & policies,
- data security, and automation
- best practices for managing information throughout its lifecycle.

**c. Staff Training- Effective Records, Information Management & Digitization Program-** A Three Day Program: This program is tailored for various staff levels and departments within the organization.

It focuses on

- practical skills related to records and information management, including data classification, retention policies, and document management.

### ***PS Note***

- Professional fees shall be provided on request for inhouse programs based on dates set, place and number of participants.



**2. IMPACT ON ORGANIZATIONS:** The implementation of RIMEA's Capacity Building Plan in 2024 is expected to have significant and lasting impacts on private sector firms:

- **Enhanced Operational Efficiency:** By equipping staff and management with better knowledge and skills in records and information management, organizations can streamline their processes, reduce inefficiencies, and enhance productivity.
- **Compliance and Risk Management:** Training programs will enable organizations to implement robust compliance and risk management measures, reducing legal and operational risks associated with poor data management.
- **Cost Savings:** Effective records and information management can lead to cost savings through reduced storage, retrieval, and legal expenses.
- **Data Security:** Private sector firms will be better equipped to protect sensitive information and maintain data security, reducing the risk of data breaches and associated reputation damage.
- **Improved Decision-Making:** Access to well-organized, reliable data will empower boards and management to make informed, data-driven decisions.
- **Competitive Advantage:** Firms that excel in records and information management gain a competitive advantage in their industries, fostering trust among customers, partners, and investors.

RIMEA's 2024 Capacity Building Plan is a comprehensive and holistic approach to improving records and information management within private sector firms. By offering tailored training programs for different levels of the organization, RIMEA aims to facilitate a cultural shift towards data-conscious decision-making and enhanced operational excellence. This plan will not only benefit individual organizations but contribute to the growth and development of the East African business landscape.

## **TRAINING PROGRAMS FOR THE YEAR 2024**

### **FIRST QUARTER**

#### **Strategic Records Excellence: Unlocking Organizational Potential**

**January 12th to 14th, 2024, Nairobi**

- **Who Can Attend:** Records and Information Management Professionals, Document Controllers, Compliance Officers.

#### **Digital Transformation Strategies: Navigating the Digital Frontier**

**February 9th to 11th, 2024, Nairobi**

- **Who Can Attend:** IT Managers, Data Analysts, Document Management Specialists.

#### **Data Security and Compliance: Safeguarding Digital Assets**

**March 8th to 10th, 2024, Nairobi**

- **Who Can Attend:** Data Protection Officers, IT Security Specialists, Compliance Managers.

### **SECOND QUARTER**

#### **Digitization Strategies for the Modern Office**

**April 24th to 26th, 2024, Nairobi**

- **Who Can Attend:** IT professionals, office managers, and those responsible for digitizing paper-based processes.



## **Information Management and Cybersecurity**

**May 15th to 17th, 2024, Nairobi**

- **Who Can Attend:** Information security professionals, IT managers, and anyone concerned with safeguarding sensitive data.

## **Office Automation and Efficiency**

**June 5th to 7th, 2024, Nairobi**

- **Who Can Attend:** Office managers, administrative staff, and anyone looking to streamline office processes.

## **THIRD QUARTER**

### **Advanced Records Management Strategies**

**July 17th to 19th, 2024, Nairobi**

- **Who Can Attend:** Records managers, archivists, and professionals with prior records management experience.

### **Data Protection and Compliance Best Practices**

**August 7th to 9th, 2024, Nairobi**

- **Who Can Attend:** Data privacy officers, legal and compliance experts, IT professionals.

### **Strategic Records Management and Compliance**

**September 11th to 13th, 2024, Nairobi**

- **Who Can Attend:** Data privacy officers, legal and compliance experts, IT professionals.

## **FORTH QUARTER**

### **Innovations in Digital Transformation and Data Preservation**

**October 23rd to 25th, 2024, Nairobi**

- **Who Can Attend:** IT professionals, business owners, and those interested in the latest digital transformation trends.

### **Comprehensive Information Management and Cybersecurity Strategies**

**November 13th to 15th, 2024, Nairobi**

- **Who Can Attend:** Information security professionals, IT managers, and those responsible for data protection.

#### ***PS Note: -***

- All our programs' participants get certificates for merit, plus a handbook.
- Workshop Fees are: Ksh. 33,500. This covers, training, venue, daytime meals, refreshments, event handbook and certification.
- VAT shall apply to all except those with pre-approved VAT Exemption Certificates
- Accommodation, transport is at clients' cost.

**RSVP:** RIMEA Capacity Building Division on [training@rimeafrica.org](mailto:training@rimeafrica.org)

