

**RIMEA**

Records & Information Management  
East Africa Limited

# RIMEA TRAINING CALENDAR

Local, Regional & International Programs

Year  
2024



+254782884818, +254770694598  
rimeafrica.training@gmail.com, training@rimeafrica.org  
www.rimeafrica.org



## **UNLOCKING EXCELLENCE IN INFORMATION GOVERNANCE: RIMEA'S SIGNATURE WORKSHOPS AND CONFERENCES**

**RIMEA (Records & Information Management East Africa Limited)** stands as a premier hub for professionals aspiring to master the intricacies of effective information governance. Offering a spectrum of workshops and conferences, RIMEA plays a pivotal role in shaping the skills and knowledge of individuals in key domains:

- 1. Records Management Workshops:** RIMEA's Records Management workshops provide a comprehensive exploration of the fundamental principles and advanced strategies in managing organizational records. Participants gain insights into best practices, compliance standards, and cutting-edge technologies to navigate the complexities of record-keeping in today's dynamic business environment.
- 2. Electronic Document Management Workshops:** In the realm of digital transformation, RIMEA's Electronic Document Management workshops empower participants to harness the full potential of modern information technologies. From understanding Electronic Document Management Systems (EDMS) to hands-on training, attendees acquire the skills to digitize, organize, and secure electronic documents seamlessly.
- 3. Data Protection Programs:** RIMEA's Data Protection programs are a beacon for professionals navigating the intricate landscape of data security and privacy. These events delve into global and regional data protection regulations, risk mitigation strategies, and the adoption of robust frameworks to safeguard sensitive information.
- 4. Administration Officers Efficiency Programs:** RIMEA recognizes the pivotal role of administration officers in organizational success. Tailored efficiency programs equip administrative professionals with advanced skills in time management, organizational techniques, and technology adoption. These programs empower administrators to enhance productivity and contribute significantly to the efficiency of daily operations.
- 5. Mail Management Workshops:** RIMEA's Mail Management workshops are designed to address the challenges of handling both physical and electronic correspondence. Participants delve into organizational mailroom optimization, effective sorting techniques, and security measures, ensuring the smooth flow of information within organizations.

### **Key Features of RIMEA's Programs:**

- **Expert-Led Sessions:** Renowned experts and industry leaders lead RIMEA's programs, offering valuable insights and practical knowledge.
- **Interactive Learning:** Workshops and conferences incorporate hands-on exercises, case studies, and interactive sessions for a dynamic and engaging learning experience.
- **Tailored Content:** RIMEA's programs are tailored to cater to the unique needs of different industries, ensuring practical applicability in diverse professional settings.

**Certificate of Participation:** Upon successful completion of RIMEA's workshops or conferences, participants receive a Certificate of Participation, recognizing their commitment to advancing their skills and knowledge in the realms of Records Management, Electronic Document Management, Data Protection, or Mail Management.

**Join RIMEA to elevate your expertise,** stay abreast of industry trends, and foster excellence in managing information assets within today's dynamic business landscape.



## **RECORDS MANAGEMENT, ARCHIVING & COMPLIANCE TRAINING PROGRAMS**

### **1) One Week Programs**

- ▶ 19-23 Feb 2024, Nakuru: Records Management Disposition Workshop
- ▶ 8-12 April 2024, Nakuru: Physical Records Management Storage & Security Workshop
- ▶ 20-24 May 2024, Mombasa: Records Retention and Compliance in a Digital Environment Workshop
- ▶ 3-7 June 2024, Nakuru: Records Management Policies & Procedure Manuals Workshop
- ▶ 1-5 July 2024, Naivasha: Information Management in the Digital Age Workshop
- ▶ 5-9 Aug 2024, Nakuru: Records Management Disaster Prevention & Recovery Planning Workshop
- ▶ 16-20 Sep 2024, Nakuru: Transparency and Records Management Workshop
- ▶ 14-18 Oct 2024, Mombasa: Managing Documents & Records in the Cloud Workshop
- ▶ 4-8 Nov 2024, Naivasha: Optimizing Service Excellence through Records Mastery Workshop
- ▶ 9-13 Dec 2024, Nakuru: Records Inventory & Classification Workshop

### **2) Two Week Programs; Certified Records Management & Information Professional (CRMIP)**

- ▶ 19 Feb- 1 Mar 2024, Nakuru
- ▶ 8- 19 Apr 2024, Nakuru
- ▶ 3-14 June 2024, Nakuru
- ▶ 16-27 Sep 2024, Nakuru
- ▶ 4-15 Nov 2024, Naivasha

## **DIGITIZATION AND ELECTRONIC DOCUMENT MANAGEMENT SOLUTIONS PROGRAMS**

### **1. One Week Programs**

- ▶ 22-26 Jan 2024, Mombasa: Digitization & Electronic Document Management Workshop
- ▶ 12-16 Feb 2024, Nakuru: eGovernment and Secure Information Management Workshop
- ▶ 11-15 Mar 2024, Nakuru: EDMS and Its Role in Information Management Workshop
- ▶ 22-26 Apr 2024, Mombasa: Implementation and Integration of EDMS Workshop
- ▶ 6-10 May 2024, Mombasa: Digitization & Electronic Document Management Workshop
- ▶ 10-14 June 2024, Nakuru: Emerging Trends in Digitization and EDMS Workshop
- ▶ 8-12 July 2024, Naivasha: Workflow Automation and Collaboration in EDMS Workshop
- ▶ 12-16 Aug 2024, Nakuru: Compliance and Legal Considerations in Digitization and EDMS Workshop
- ▶ 23-27 Sep 2024, Nakuru: EDMS and Its Role in Information Management Workshop
- ▶ 14-18 Oct 2024, Mombasa: EDMS Selection and Implementation Strategies Workshop
- ▶ 4-8 Nov 2024, Naivasha: EDMS Architecture and Integration Workshop
- ▶ 16-20 Dec 2024, Nakuru: Document Capture and Scanning Techniques Workshop

### **2. Two Week Program: Executive Certificate in Advanced Electronic Document Management Systems**

- ▶ 11-22 Mar 2024, Nakuru
- ▶ 6-17 May 2024, Mombasa
- ▶ 12-23 Aug 2024, Nakuru
- ▶ 14-25 Oct 2024, Mombasa
- ▶ 4-15 Nov 2024, Naivasha





## **ADMIN EFFICIENCY PROGRAMS**

### **1. One Week Programs**

- ▶ 15-19 Jan 2024, Nakuru: Effective Meeting Management Workshop
- ▶ 5-9 Feb 2024, Mombasa: Professional Etiquette and Business Ethics Workshop
- ▶ 3-8 Mar 2024, Nakuru: Technology Tools for Administrative Efficiency Workshop
- ▶ 15-19 Apr 2024, Mombasa: Organizational Skills and Efficiency Workshop
- ▶ 13-17 May 2024, Nakuru: Leadership Skills for Administrators Workshop
- ▶ 10-14 Jun 2024, Mombasa: Administrative Operations and Coordination Workshop
- ▶ 19-23 Aug 2024, Nakuru: Cybersecurity Awareness for Administrators Workshop
- ▶ 9-13 Sep 2024, Nakuru: Effective Email and Communication Strategies Workshop
- ▶ 7-11 Oct 2024, Mombasa: Time and Task Management Techniques Workshop
- ▶ 18-22 Nov 2024, Mombasa: Data Analytics and Reporting for Administrators Workshop
- ▶ 2-6 Dec 2024: Mombasa: Office Technology Proficiency Workshop

### **2. Two Week Programs: Executive Certificate in Executive Administration Excellence**

- ▶ 5-16 Feb 2024, Mombasa
- ▶ 15-26 Apr 2024, Mombasa
- ▶ 10-21 Jun 2024, Mombasa
- ▶ 9-20 Sep 2024, Nakuru
- ▶ 18-29 Nov 2024, Mombasa

## **PHYSICAL MAIL MANAGEMENT & CORRESPONDENCE PROGRAMS**

### **1. One Week Programs**

- ▶ 28Jan-2Feb 2024, Nakuru: Mail Management Workshop on Effective Correspondence Handling
- ▶ 4-8 Mar 2024, Mombasa: Mail Management Workshop on Technology Integration in Mail Management
- ▶ 27-31 May 2024, Nakuru: Mail Management Workshop on Effective Correspondence Handling
- ▶ 26-30 Aug 2024, Nakuru: Health and Safety in the Mailroom Workshop
- ▶ 14-18 Oct 2024, Mombasa: Customer Service in Mail Management Workshop
- ▶ 4-8 Nov 2024, Naivasha: Security Measures in Physical Mail Management Workshop

## **DATA PROTECTION PROGRAMS**

### **1. One Week Programs**

- ▶ 5-9 Feb 2024, Nakuru: Data Protection Standards and Compliance Workshop
- ▶ 18-22 Mar 2024, Mombasa: Safeguarding Data: A Workshop on Kenya's Privacy Standards
- ▶ 17-21 Jun 2024, Nakuru: Data Protection Mastery: Ensuring Compliance in the Kenyan Context
- ▶ 15-19 July 2024, Naivasha: Kenya Data Guard: A Workshop on Data Protection Standards
- ▶ 23-27 Sep 2024, Nakuru: Compliance Guard Kenya: Mastering Data Protection Standards
- ▶ 10-15 Nov 2024, Mombasa: Kenya Data Comply Workshop: Nurturing a Culture of Data Protection Excellence



## **REGIONAL PROGRAMS**

- ▶ Feb 26-29, 2024; Kigali, Rwanda: The Regional Records & Information Management Seminar
- ▶ May 21-24, 2024; Entebbe, Uganda: The Regional Digitization and EDMS Training
- ▶ Aug 27-30, 2024; Mombasa, Kenya: Regional Data Protection and Information Security Seminar
- ▶ Nov 12-15, 2024; Dar-Es Salaam, Tanzania: Regional Information and Knowledge Management Seminar

## **INTERNATIONAL PROGRAMS**

- ▶ 12-15 Feb 2024, Hong Kong: RIMEA EuroAsia Records Management and Archiving Seminar
- ▶ 11-14 June 2024, Ghana: RIMEA PanAfrican Digitization & EDMS Seminar
- ▶ 23-26 Sep 2024, Zimbabwe: RIMEA Global Records Management Compliance Seminar

## **RIMEA ANNUAL CONFERENCES 2024**

Plan your calendar well for this amazing conferences.

- ▶ 19-23 Feb 2024, Nakuru: 6th National Librarians Conference
- ▶ 3-8 Mar 2024, Nakuru: Annual Admin Officers & Executive Assistants Conference
- ▶ 22-26 April 2024, Nakuru: 3rd Parastatals Records Management Professionals Annual Conference
- ▶ 24-28 June 2024, Nakuru: 5th Digitization and EDMS Conference
- ▶ 25 July 2024, Nairobi: 3rd Nairobi Records Management Conference
- ▶ 4-8 Nov 2024, Mombasa: 7<sup>th</sup> RIMEA Annual Records Management Conference

## **FEES**

- Fees Payable per person for all events (except international and regional programs) are Ksh. 67,000 (Ksh. 77,720 VAT Inclusive) for the one-week programs and Ksh. 130,000 (Ksh. 150,800 VAT Inclusive) for the 2-week programs. Regional programs are charged at USD. 950, while international programs are USD. 1,350
- All our fees are inclusive of Training, Day Meals, Certification. This fee is Exclusive of TAX, Transport and Accommodation.
- Kindly note that RIMEA only accepts Bank Transfer, Corporate Cheques as its only mode of payment.

## **KEY CONTACTS**

For all Training Correspondences: [training@rimeastafrica.org](mailto:training@rimeastafrica.org), [rimeastafrica.training@gmail.com](mailto:rimeastafrica.training@gmail.com)

For all Finance Correspondences: [accounts@rimeastafrica.org](mailto:accounts@rimeastafrica.org)

For all Client Relations Correspondences: [don@rimeastafrica.org](mailto:don@rimeastafrica.org) or [sales@rimeastafrica.org](mailto:sales@rimeastafrica.org)

We look forward to having your team at our amazing programs across the region and for the first time across the oceans.

Yours sincerely,

Simon Gichuki

Chief Executive Officer

Records and Information Management East Africa Limited (RIMEA)

[don@rimeastafrica.org](mailto:don@rimeastafrica.org)

