

Financial Year 2024-2025

NITA/TRN/01484

To

RIMEA PROGRAMS

Kenya



Inviting you to our workshops and conferences for the FY 2024/25.

10 Years scaling great heights in management of Information Assets in East Africa

THE 2024/25 FY PUBLIC SECTOR PROGRAMS ON INFORMATION ASSETS COVERING

- | | |
|---|-------------------------|
| - Data Protection | - Information Security |
| - Digitization and Digital Transformation | - Library Management |
| - Records Management | - Office Administration |

Statement from CEO

It's my pleasure to invite you to check out the programs this FY 2024/25. To-date we have had thousands attend our workshops, seminars and conferences. We are more than grateful to those who believed in us and gave us a chance. We remain in your debt.

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

- 1. Records Management:** 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 Solutions:** They 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:** Our 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:** We recognize 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:** Our 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.

For all your training questions, please contact Learning and Development Department via training@rimeafrica.org

JULY 2024

1-5 July 2024

Naivasha: Information Management in the Digital Age Workshop

8-12 July 2024

Naivasha: Electronic Document Management Systems Workflow Automation and Systems Integration Workshop

15-19 July 2024

Naivasha: Nakuru: Data Protection Standards and Compliance to Data Protection Act 2019 Workshop

AUG 2024

5-9 Aug 2024

Nakuru: Records Management Disaster Prevention & Recovery Planning Workshop

12-16 Aug 2024

Nakuru: Compliance and Legal Considerations in Digitization and Electronic Document Management Systems Workshop

19-23 Aug 2024

Nakuru: Cybersecurity Awareness for Administrators Workshop

26-30 Aug 2024

Nakuru: Health and Safety in the Mailroom Workshop

28-30 Aug 2024

Nakuru: ERP Summit 2024

SEP 2024

2-6 Sep 2024

Nakuru: KOHA Technical Training

9-13 Sep 2024

Nakuru: Effective Records Management Workshop on Records Lifecycle

16-20 Sep 2024

Nakuru: Organizational Transparency and Records Management Workshop

23-27 Sep 2024

Nakuru: Electronic Document Management Systems and Its Role in Information Management Workshop

OCT 2024

30 Sep to 4 Oct 2024

Nakuru: Data Protection Standards and Compliance to Data Protection Act (Kenya)2019 Workshop

7-11 Oct 2024

Mombasa: Time and Task Management Techniques Workshop

14-18 Oct 2024

Mombasa: Electronic Document Management Systems Selection and Implementation Strategies Workshop

21-25 Oct 2024

Mombasa: Customer Service in Mail Management Workshop

28 Oct to 1 Nov 2024

Nakuru: KOHA Technical Training

NOV 2024

4-8 Nov 2024

Nakuru: Data Protection Standards and Compliance to Data Protection Act 2019 Workshop

11-15 Nov 2024

Naivasha: Security Measures in Physical Mail Management Workshop

18-22 Nov 2024

Naivasha: Electronic Document Management Systems Architecture and Integration Workshop

25-29 Nov 2024

Naivasha: 7th RIMEA Annual Records Management Conference

DEC 2024

2-6 Dec 2024

Mombasa: Office Technology Proficiency Workshop

9-13 Dec 2024

Nakuru: Records Inventory & Classification Workshop

16-20 Dec 2024

Nakuru: Document Capture and Scanning Techniques Workshop

JAN 2025

6-10 Jan 2025

Naivasha: Workshop on Building Robust Information Security

13-17 Jan 2025

Nakuru: Records Management Policies and Procedures Workshop

20-24 Jan 2025

Nakuru: Workshop on Planning and Strategy for Digitization

27-31 Jan 2025

Mombasa: Administrative Operations and Coordination Workshop

FEB 2025

3-7 Feb 2025

Nakuru: Workshop on Physical Mailroom Operations

Nakuru: KOHA Technical Training

10-14 Feb 2025

Naivasha: Retention and Disposal of Records Workshop

17-21 Feb 2025

Naivasha: eProcurement Conference

Naivasha: Information Security Workshop on Innovative Solutions for Modern Threats

24-28 Feb 2025

Mombasa: Organizational Skills and Efficiency Workshop

MAR 2025

3-7 Mar 2025

Naivasha: Workshop on Classification and Organization of Records

10-14 Mar 2025

Nakuru: Technology Tools for Administrative Efficiency Workshop

19-21 Mar 2025

Nakuru: Annual eGovernance Conference

24-28 Mar 2025

Mombasa: Workshop on Physical Mailroom Operations

APR 2025

31 Mar-4 Apr 2025

Naivasha: RIMEA Information Security and Data Protection Conference

7-11 Apr 2025

Nakuru: Workshop on Records Compliance and Auditing

14-18 Apr 2025

Nakuru: Workshop on Implementation of Electronic Document Management Systems

21-25 Apr 2025

Mombasa: Workshop on Physical Mailroom Operations

28 Apr-2 May 2025

Mombasa: Professional Etiquette and Business Ethics Workshop

MAY 2025

5-9 May 2025

Mombasa: Annual Board Directors and CEOs Conference on Digital Transformation

12-16 May 2025

Nakuru: Workshop on Role of Records Management in Disaster Recovery and Business Continuity

19-23 May 2025

Nakuru: Workshop on Data Security and Compliance in Electronic Document Management Systems

26-30 May 2025

Naivasha: Workshop on Physical Mailroom Operations

JUNE 2025

2-6 Jun 2025

Nakuru: Physical Records Management Storage & Security Workshop

9-13 Jun 2025

Naivasha: Data Protection Standards and Compliance to Data Protection Act 2019 Workshop

16-20 Jun 2025

Nakuru: Workshop on Physical Mailroom Operations

23-27 Jun 2025

Naivasha: Annual Electronic Document Management Systems Conference

30 Jun-4 Jul 2025

Nakuru: KOHA Technical Training

TWO WEEKS PROGRAMS

To enable better success at work, we have a detailed two-week program

Intermediate Effective Records and Information Management Training

16-27 Sep 2024, Nakuru

4-15 Nov 2024, Naivasha

10-21 Feb 2025, Naivasha

7-18 Apr 2025, Nakuru

Advanced Digitization and Electronic Document Management Systems Training

12-23 Aug 2024, Nakuru

14-25 Oct 2024, Mombasa

4-15 Nov 2024, Naivasha

12-23 May 2025, Nakuru

COST

The Training fee for each is

- 3 Day Programs: Ksh. 40,000+16% VAT= Ksh. 46,400
- 5 Day Programs: Ksh. 67,000+16% VAT= Ksh. 77,720
- 10 Day Programs: Ksh. 130,000+16% VAT= Ksh. 150,800

**Please note that the above fee covers Training, Daytime Meals, Refreshments. Participants are required to organize for own transport, accommodation and out of pocket expenses

**Please note that presentation of the LSO and payment voucher is mandatory for attendance.

Registration

RIMEA is accredited by NITA (TRN 01484) to offer staff continuous Development Programs

PS:

This calendar might be adjusted depending on factors beyond our reach or act of nature
