



RECORDS AND INFORMATION MANAGEMENT AWARENESS FOUNDATION (RIMA FOUNDATION)

...promoting proper management and security of records and information

2009 Schedule for the
Records and Information Management
Series of Training Courses

RECORDS & INFORMATION MANAGEMENT AWARENESS FOUNDATION (RIMA Foundation)

2009 Events and Training Programmes

S/N	COURSE TITLE	DURATION	MONTH	DAY	VENUE	FEE
1	Quarterly Training Programme (IT & IM)	1 Day	January	17	Lagos	Free
2	Introduction to records & information management	2 DAYS	January	19-23	Ogun/ Lagos	35,000
3	Advanced records & information management	3 DAYS	January	26-30	Ogun/ Lagos	45,000
4	Developing corporate information management policy	2 DAYS	February	9-13	Ogun/ Lagos	35,000
5	Developing a disaster recovery plan	3 DAYS	February	16-18	Ogun/ Lagos	45,000
6	Quarterly Training Programme (IT & IM)	1 Day	March	7	Lagos	Free
7	Introduction to document control & administration	1 DAY	March	10	Ogun/ Lagos	35,000
8	Advanced document control & administration	2 DAYS	March	11-12	Ogun/ Lagos	45,000
9	Introduction to information security	2 DAYS	March	16-20	Ogun/ Lagos	35,000
10	AIIM - Electronic records management (erm ^P) - Practitioner Qualification Class	2 DAYS	March	24-25	Lagos/ Online	178,800
11	AIIM - Electronic records management (erm ^M)- Specialist/Master Qualification Class	4 DAYS	March	24-27	Lagos	357,600
12	Organizing your sales workforce	5 DAYS	April	Call	South Africa	Call
13	Designing and implementing a record management system	5 DAYS	April	13-17	Ogun/ Lagos	65,000
14	Designing and implementing an electronic record management system	5 DAYS	April	20-24	Ogun/ Lagos	75,000
15	Introduction to archives management & administration	5 DAYS	May	4-8	Ogun/ Lagos	65,000

16	Setting up an online shop	3 DAYS	May	Call	South Africa	Call
17	Introduction to document scanning & digitization	3 DAYS	May	18-22	Ogun/Lagos	50,000
18	Quarterly Training Programme (IT & IM)	1 Day	June	6	Lagos	Free
19	Records retention and disposal	2 DAYS	June	8-12	Ogun/Lagos	35,000
20	Project management and monitoring tools	4 DAYS	June	Call	South Africa	Call
21	Conducting a records inventory	2 DAYS	June	15-19	Ogun/Lagos	35,000
22	Automating records management	3 DAYS	July	6-10	Ogun/Lagos	45,000
23	AIIM - Electronic records management (erm ^p) - Practitioner Qualification	2 DAYS	August	24-25	Lagos/Online	178,800
24	AIIM - Electronic records management (erm ^m) - Specialist/Master Qualification Class	4 DAYS	August	24-27	Lagos	357,600
25	Records and Information Management Awareness Workshop	1 Day	August	28	Sheraton Lagos	Free - by Registration or Invitation
26	Records and Information Management Awareness Awards	1 Day	August	29	Sheraton Lagos	Free - by Registration or Invitation
27	Quarterly Training Programme	1 Day	September	5	Lagos	Free
28	Quarterly Training Programme	1 Day	December	5	Lagos	Free

Keys

LAGOS: Lagos Airport Hotel, Ikeja Lagos State

OGUN: Gateway Hotel, Otta, Ogun State

SOUTH AFRICA: Cape Town

ONLINE: Program can be taken or attended online

NB: Training can be conducted on site
Training cost also covers tea break, lunch courseware and certificate
RIMA Foundation reserve the right to change the content of courses not booked.