



RECORDS AND INFORMATION MANAGEMENT AWARENESS FOUNDATION (RIMA FOUNDATION)

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

2010 Schedule for the
Records and Information Management and Security
Series of Training Courses

RECORDS & INFORMATION MANAGEMENT AWARENESS FOUNDATION (RIMA Foundation)

2010 Training Calendar

S/N	COURSE TITLE	DURATION/ DAY	MONTH	DAY	VENUE	FEE
1	Introduction to Records & Information Management	1	January	20	Onsite/Lagos/UK/US	Call
2	Advanced Records & Information Management	2	January	21-22	Onsite/Lagos/UK/US	Call
3	Developing Corporate Information Management Strategy/Policy	2	February	9-10	Onsite/Lagos/UK/US	Call
4	Developing a Disaster Recovery Plan	2	February	11-12	Onsite/Lagos/UK/US	Call
5	Introduction to Document Control & Administration	1	March	10	Onsite/Lagos/UK/US	Call
6	Advanced Document Control & Administration	2	March	11-12	Onsite/Lagos/UK/US	Call
7	Free Quarterly Training Programme (FQT)- IMS	1	March	20	Lagos	Free - by Registration
8	Digital Archiving	1	April	19	Onsite/Lagos/UK/US/Online	Call
9	AIIM - Electronic Records Management (erm ^p) - Practitioner Qualification	2	April	20-21	Onsite/Lagos/UK/US/Online	178,800
10	AIIM - Electronic Records Management (erm ^m) - Specialist/Master Qualification Class	4	April	20-23	Onsite/Lagos/UK/US	357,600
11	AIIM - Enterprise Content Management (ecm ^p) - Practitioner Qualification	2	April	20-21	Onsite/Lagos/UK/US/Online	178,800
12	AIIM - Enterprise Content Management (ecm ^m) - Specialist/Master Qualification Class	4	April	20-23	Onsite/Lagos/UK/US	357,600
13	AIIM - Business Process Management (ecm ^p) - Practitioner Qualification	2	April	20-21	Onsite/Lagos/UK/US/Online	178,800
14	AIIM - Business Process Management (ecm ^m) - Specialist/Master Qualification Class	4	April	20-23	Onsite/Lagos/UK/US	357,600
15	Organizing your Sales Workforce	5	Open	Call	South Africa	Call
16	Managing Physical & Electronic Records	2	May	4-5	Onsite/Lagos/UK/US	Call

17	Introduction to Archives Management & Administration	2	May	6-7	Onsite/Lagos/UK/US	Call
18	Introduction to Business Process Management (BPM)	2	May	13-14	Onsite/Lagos	Call
19	Setting up an online shop	2	Open	Call	South Africa	Call
20	Records Retention and Disposition	2	June	8-9	Onsite/Lagos/UK/US	Call
21	Free Quarterly Training Programme (FQT)- IMS	1	June	19	Lagos	Free - by Registration
22	Introduction to Document Scanning & Digitization	2	July	27-28	Onsite/Lagos/UK/US	Call
23	Introduction to Enterprise Content Management (ECM)	1	August	23	Onsite/Lagos/UK/Germany	Call
24	Classification / Taxonomies / Metadata	1	August	24	Onsite/Lagos/UK/Germany	Call
25	Records Management as a Project	1	August	25	Onsite/Lagos/UK/Germany	Call
26	Security Management Programs for Record/Information Security	1	August	26	Onsite/Lagos/US	Call
27	Records and Information Management Awareness Workshop & Exposition (RIMAW 2010)	1	August	27	Sheraton Lagos	Free - by Registration or Invitation
28	Records and Information Management Awareness Awards (RIMA Awards - 2010)	1	August	28	Sheraton Lagos	Free - by Registration or Invitation
29	Free Quarterly Training Programme (FQT)- IMS	1	September	18	Lagos	Free - by Registration
30	Project Management and Monitoring tools	4	Open	Call	South Africa	Call
31	Records and Information Management Audit	2	October	12-13	Onsite/Lagos/UK/US	Call
32	Assured Records Management (ARM)	2	October	14-15	Onsite/Lagos/US	Call
33	Introduction to Information Security	1	October	19-20	Onsite/Lagos/UK/US	Call
34	Implementing Electronic Records Management Program	2	October	21-22	Onsite/Lagos/UK/US	Call
35	Effective Email Management	1	November	16		
36	Free Quarterly Training Programme (FQT)- IMS	1	December	18	Lagos	Free

Keys

<ul style="list-style-type: none"> • Lagos: Various Locations in Lagos (On request) • Ogun: Gateway Hotel, Otta, Ogun State • South Africa: Pretoria South Africa • Onsite: Local office environment of Attendee(s) • Online: Program can be taken/attended online (Internet) • US: Various Locations United State of America • UK: Various Locations in United Kingdom • Germany: Various Locations in the Federal Republic of Germany 	<ul style="list-style-type: none"> • Training cost also covers tea break, lunch, courseware and certificate • Cost does not cover travel expenses and accommodation for International Training programmes. • Training courses can be facilitated outside of the stipulated dates indicated on Calendar to meet individual training needs of organisations. • RIMA Foundation reserves the right to change the content of calendar/courses not booked.
<p>Booking & Enquires: RIMA Foundation - 3rd Floor First Shedrach Building 8, Association Avenue Ilupeju Lagos Tel:234-1-8940451, 01-8784548, 08083773640, 234-8023819008 www.rimaw.org email: training@rimaw.org</p>	