



RECORDS AND INFORMATION MANAGEMENT AWARENESS FOUNDATION (RIMA FOUNDATION)

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

2011 Schedule for the
Records and Information Management
Series of Training Courses

RECORDS & INFORMATION MANAGEMENT AWARENESS FOUNDATION (RIMA Foundation)

2011 Training Calendar

S/N	COURSE TITLE	DURATION	MONTH	DATE	VENUE	FEE
1	Records & information management primer	2	Feb.	23-24	Various Locations	Call
2	Advanced records & information management	2	Feb.	24-25	Various Locations	Call
3	Developing corporate information management policy	1	Mar.	1	Various Locations	Call
4	Developing a disaster recovery plan	2	Mar.	2-3	Various Locations	Call
5	Quarterly training programme - Theme: Records and information management in the financial sector	1	Mar.	5	Lagos	Free
6	Document control & management system	2	Mar.	22-23	Various Locations	Call
7	Biometrics training	2	Mar.	24-25	Various Locations	Call
8	Introduction to information security	2	Mar.	29-30	Various Locations	Call
9	Managing physical & electronic records	2	April	26-27	Lagos/ Online	Call
10	Digital archiving	2	April	28-29	Various Locations	Call
11	4th Archives and Records Management Conference	3	May	23-25	South Africa	Call
12	Managing electronic records conference (MER Conference)	3	May	23-25	Chicago, USA	Call
13	AIIM Road show 2011	4	Jun	13-16	UK	Free
14	Introduction to business process management (BPM)	2	Jun	21-22	Various Locations	Call
15	Building enterprise records management system	2	Jun	23-24	Various Locations	Call
16	Implementation and challenges of electronic record management system	2	Jul	26-27	Various Locations	Call

S/N	COURSE TITLE	DURATION	MONTH	DATE	VENUE	FEE
17	Introduction to archives management & administration	2	Jul	28-29	Various Locations	Call
18	Security management programs for record/information	2	Aug.	23-24	Various Locations	Call
19	Executing document scanning/digitization project	2	Aug.	25-26	Various Locations	Call
20	Quarterly Training Programme - Theme: Managing public records	1	June	18	Lagos	Free
21	Data security best practices: Preventing data theft	2	Aug.	30-31	Various Locations	Call
22	Records and information management audit	2	Sept.	1-2	Various Locations	Call
23	Enterprise resources planning implementation (ERP Implementation)	2	Sept.	20-21	Various Locations	Call
24	Automating records management	2	Sept.	22-23	Various Locations	Call
25	Quarterly Training Programme - Theme: Subscriber data management (SDM) in the telecommunication sector	1	Sept.	5	Lagos	Free
26	Introduction to enterprise content management (ECM)	2	Sept.	27-28	Various Locations	Call
27	Enterprise Knowledge Management	2	Sept.	29-30	Lagos	Call
28	Records and information management awareness workshop & exhibition	1	Oct.	28	Sheraton Lagos	Free - by Registration or Invitation
29	Records and information management awareness awards	1	Oct.	29	Sheraton Lagos	Free - by Registration or Invitation
30	Assured records management (ARM)	2	Nov.	22-23	Various Locations	Call
31	Effective management and maintenance of business critical email systems	2	Nov.	24-25	Various Locations	Call
32	Quarterly Training Programme - Theme: records & information management in the oil & gas sector	1	Dec.	5	Lagos	Free

<ul style="list-style-type: none"> • Training programs are available onsite - attendee(s) local office environment, including various locations (Local & International). • International locations: South Africa, USA, UK, Holland, Germany • Local: Lagos and other States in Nigeria • Online: Program can be taken/attended online (Internet access required) 	<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 both Local and International Training programmes. • Training courses can be facilitated outside of the stipulated dates indicated on Calendar to meet individual training needs of different organisations. • RIMA Foundation reserves the right to change the content/calendar/courses not booked.
<p>Booking & Enquires:</p>	
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