



RECORDS AND INFORMATION MANAGEMENT AWARENESS FOUNDATION

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



**2012
Schedule for Information
Management Series of
Training & Events**

RECORDS & INFORMATION MANAGEMENT AWARENESS FOUNDATION (RIMA Foundation)

2012 Training & Events Calendar

S/N	COURSE TITLE	DURATION/ DAY(S)	MONTH	DAY	VENUE	FEE
1	Records & information management primer	1	February	21	Available at All Locations	Call
2	Advanced records & information management	2	February	23-24	Available at All Locations	Call
3	Quarterly training program – Focus: Managing Health and Insurance Records	1	March	17	Lagos/Abuja	Free
4	Information security & assurance I	2	March	20-21	Available at All Locations	Call
5	Information security & assurance II	2	March	22-23	Available at All Locations	Call
6	Document control & management system I	2	March	27-28	Available at All Locations	Call
7	Document control & management system II	2	March	29-30	Available at All Locations	Call
8	Basics of electronic records management	2	April	17-18	Available at All Locations	Call
9	Managing physical records	2	April	19-20	Available at All Locations	Call
10	Managing physical & electronic records	2	April	24-25	Available at All Locations	Call
11	Digital Archiving	2	April	26-27	Available at All Locations	Call
12	Managing electronic records conference (MER Conference)	3	May	7-9	Chicago, USA	Free for RFK- Network Members
13	Prism International Annual Conference	3	May	15-17	Las Vegas, Nevada, USA	Call
14	International Archives Day (IAD) 2012	1	June	9	Lagos/Abuja	Free
15	Quarterly Training Programme - Focus: Managing HR & Legal Records	1	June	16	Lagos/Abuja	Free
16	AIIM Roadshow 2012	4	June	18-21	UK	Free
17	Business process management (BPM)	2	June	21-22	Available at All Locations	Call

18	Information security & assurance I	2	July	24-25	Available at All Locations	Call
19	Information security & assurance II	2	July	26-27	Available at All Locations	Call
20	Document scanning/digitization	2	August	23-24	Available at All Locations	Call
21	Quarterly Training Programme - Focus: Library & Archives Management	1	September	15	Lagos/Abuja	Free
22	Basics of Records Center Management	2	October	23-24	Available at All Locations	Call
23	Records and information management awareness workshop & exhibition	1	October	26	To be announced	Free
24	Records and information management awareness awards	1	October	27	To be announced	Free - by Invitation
25	Assured records management (ARM)	2	November	20-21	Available at All Locations	Call
26	Effective management and maintenance of business critical email systems	2	November	22-23	Available at All Locations	Call
27	Quarterly Training Programme - Focus: Records management-in the education field (academic records management)	1	December	15	Lagos/Abuja	Free

(Other programs to be announced)

<p>Locations:</p> <ul style="list-style-type: none"> • Local (Lagos, Ogun, Abuja, and Port Harcourt) • International (South Africa, USA, UK) • Onsite: Local office environment of delegate(s) • Online: Program available and can be taken/attended online (Internet) 	<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 organisations. • RIMA Foundation reserves the right to change the content of calendar/courses not booked.
<p>Booking & Enquires:</p>	
<p>RECORDS AND INFORMATION MANAGEMENT AWARENESS FOUNDATION (RIMA Foundation) 21, Esther Oshinyemi Street, Ilupeju Lagos, Nigeria. Tel:234-1-8940451, 01-8784548, 08076205771, 08169234244, 08023819008, 08083773640 Website: www.rimaw.org Email: training@rimaw.org</p>	