

COURSES FOR THE YEAR 2025

COURSE	DATE	VENUE	Ksh.
RIM Standards and Best Practices	7 July -11 July 2025	Nairobi	75,000
Emergence Planning for Records and Archives Services	14 July-18 July 2025	Naivasha	75,000
Analysing Business Systems	21 July – 25 July 2025	Kisumu	75,000
Records Management for Oil and Gas industries	28July-1 August 2025	Mombasa	75,000
Effective Document Control and Records Management Compliance	4 August – 8 August 2025	Nairobi	75,000
Advanced Registry Management and Operations	11 August – 15 August 2025	Nakuru	75,000
Electronic Records Management and Digitization	18 August-22 August 2025	Mombasa	75,000
Digital Records Management and Legal Trust	25 August-29 August 2025	Mombasa	75,000
Records Management: Best Practices	1 September-5 September 2025	Naivasha	75,000
Developing Records Management Policies and Procedures	8 September-12 September 2025	Nairobi	75,000
Data Protection	15 September -19 September 2025	Naivasha	75,000
AI and Machine Learning in Records Management	22 September-26 September 2025	Mombasa	75,000
Electronic Records Management and E-Registry	29 September-3 October 2025	Kisumu	75,000
Advanced Document Control and Records Management	6 October-10 October 2025	Mombasa	75,000
Procurement and Store Keeping Records Management	13 October-17 October 2025	Nairobi	75,000
Integrated Records Management Systems	20 October-24 October 2025	Naivasha	75,000
Advanced Records Management	27 October-31 October 2025	Mombasa	75,000
Electronic Records Management and E-Security	3 November-7 November 2025	Nairobi	75,000
Document Control and Records Management	17 November -21 November 2025	Naivasha	75,000
Organizing and Controlling Current Records	24 November-28 November 2025	Kisumu	75,000
Information Security	1 December-5 December 2025	Mombasa	75,000
Knowledge Management	8 December-12 December 2025	Nairobi	75,000
Managing Private Sector Records	15 December-19 December	Naivasha	75,000