

GRIM COURSES



KNOWLEDGE MANAGEMENT COURSES

- Applying Knowledge Management: Principles and Practices.
- Effective Knowledge Management (KM) for Development Impact.
- Innovation Management.
- Fundamentals of Content Management.
- Transferring Critical Knowledge.

RECORDS MANAGEMENT COURSES

- Electronic Records management.
- Document Control and Records Management Compliance.
- Advanced Disaster Preparedness for Records and Information Resources.
- Registry management and Operations.
- Cyber Security, Information governance, legal Risk Management and Compliance with ISO Records Management Controls.
- Developing Records Management policies and Procedures.
- Records Appraisal Techniques and Retention Schedule.
- Procurement Records Management.
- Emergence Planning for Records and Archives Services.
- Automation of Records and Information Systems.
- Records Management for Secretaries and Personal Assistants.
- Financial Records Management.
- Records Management for Oil and Gas Industries.

INFORMATION TECHNOLOGY COURSES

- IT Governance.
- IT Systems: Identity and Access Management.
- Effective Business Communication and Collaboration with Digital Tools.
- Computer Networking
- Data Protection.
- Windows Systems Administration.
- Cloud Computing.
- Content Management Systems.
- Azure Security Architecture.
- Information Security Management Principles.
- Essential to IT Fundamentals.

LIBRARY MANAGEMENT COURSES

- Identifying Community Needs for Library Management.
- Managing a Diverse and Inclusive Workplace for Libraries.
- Personnel Management for Libraries.
- Budgeting and Finance for Public Libraries.
- Infrastructure Management for Libraries.
- Library Management Systems.
- Strategic Planning for Libraries.
- Grant Writing and Crowd funding for Libraries.
- Library Marketing and Public Relations.
- Electronic resources management.
- E-Library Management Techniques.
- Digital Repositories.
- Information and Communication Technology for Library and Information work.

For more information, contact or visit our website

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