DIGITAL AUTOMATION AND RECORDS MANAGEMENT

Our courses in records management provide institutional Records Managers and other Information Professionals with skills, detailed and practical advice to manage records and instill the required controls to ensure records security.

DATES	VENUE	COURSE NAME
05 – 16 Jan. 2026 02 – 13 Feb. 2026 02 – 13 Mar. 2026 08 – 26 Jun. 2026 06 – 17 July. 2026	Mombasa – Kenya Kampala – Uganda Nairobi – Kenya Arusha – Tanzania Dar-es-Salaam – Tanzania	Skills Enhancement in Records Management and Documentation
06 – 24 Apr. 2026 04 – 15 May. 2026 01 – 12 Jun. 2026 13 – 24 Jul. 2026 03 – 21 Aug. 2026	Kampala – Uganda Mombasa – Kenya Arusha – Tanzania Dar-es-Salaam – Tanzania Nairobi – Kenya	Management Information Systems for Administrative Professionals
10 – 21 Aug. 2026 07 – 18 Sept. 2026 05 – 16 Oct. 2026 09 – 20 Nov. 2026 07 – 18 Dec. 2026	Mombasa – Kenya Dubai – U.A.E Dar-es-Salaam – Tanzania Arusha – Tanzania Addis Ababa – Ethiopia	Advanced Electronic Records Management and Documentation
05 – 16 Jan. 2026 02 – 13 Feb. 2026 02 – 13 Mar. 2026 08 – 26 Jun. 2026 06 – 17 July. 2026	Mombasa – Kenya Kampala – Uganda Nairobi – Kenya Arusha – Tanzania Dar-es-Salaam – Tanzania	Electronic Records Management and Information Security
06 – 24 Apr. 2026 04 – 15 May. 2026 01 – 12 Jun. 2026 13 – 24 Jul. 2026 03 – 21 Aug. 2026	Kampala – Uganda Mombasa – Kenya Arusha – Tanzania Dar-es-Salaam – Tanzania Nairobi – Kenya	Fundamentals of Information and Records Management

DATES	VENUE	COURSE NAME
10 – 21 Aug. 2026 07 – 18 Sept. 2026 05 – 16 Oct. 2026 09 – 20 Nov. 2026 07 – 18 Dec. 2026	Mombasa – Kenya Dubai – U.A.E Dar-es-Salaam – Tanzania Arusha – Tanzania Addis Ababa – Ethiopia	Information Security and Electronic Records Management
05 – 16 Jan. 2026 02 – 13 Feb. 2026 02 – 13 Mar. 2026 08 – 26 Jun. 2026 06 – 17 July. 2026	Mombasa – Kenya Kampala – Uganda Nairobi – Kenya Arusha – Tanzania Dar-es-Salaam – Tanzania	IT Skills for Office Assistants and Drivers
06 – 24 Apr. 2026 04 – 15 May. 2026 01 – 12 Jun. 2026 13 – 24 Jul. 2026 03 – 21 Aug. 2026	Kampala – Uganda Mombasa – Kenya Arusha – Tanzania Dar-es-Salaam – Tanzania Nairobi – Kenya	Best Practices in Electronic Records Management and Digital Archiving
10 – 21 Aug. 2026 07 – 18 Sept. 2026 05 – 16 Oct. 2026 09 – 20 Nov. 2026 07 – 18 Dec. 2026	Mombasa – Kenya Dubai – U.A.E Dar-es-Salaam – Tanzania Arusha – Tanzania Addis Ababa – Ethiopia	Best Practices in Archive and Records Management
05 – 16 Jan. 2026 02 – 13 Feb. 2026 02 – 13 Mar. 2026 08 – 26 Jun. 2026 06 – 17 July. 2026	Mombasa – Kenya Kampala – Uganda Nairobi – Kenya Arusha – Tanzania Dar-es-Salaam – Tanzania	Advanced Electronic Records Management and Information Security
06 – 24 Apr. 2026 04 – 15 May. 2026 01 – 12 Jun. 2026 13 – 24 Jul. 2026 03 – 21 Aug. 2026	Kampala – Uganda Mombasa – Kenya Arusha – Tanzania Dar-es-Salaam – Tanzania Nairobi – Kenya	Winning with Artificial Intelligence