



NATIONAL INSTITUTE FOR PRODUCTIVITY

ELECTRONIC RECORDS MANAGEMENT COURSE

Course Objective

To furnish participants with modern computerised records management skills that will enable them handle and manage organisational records more efficiently.

Target Participants

Records Managers/ Officers, Information Managers/ Officers, Content Managers/ Officers, Documentation Officers, Archivists, Secretaries, Librarians, Registry Clerks, Records Management Supervisors/ Assistants.

Key Topics

Basics of records management; Key activities in records management; E-mails as records; Managing electronic records; Metadata; Electronic records key concepts and issues; Developing classification schemes, features, applications and process; Digitisation of records/archival materials; Computerized records systems; Preservation of electronic records for long-term use; Appraising and disposing of electronic records; Report writing.

Learning Outcome

At the end of this course, participants will be able to: process records electronically, furnish accurate complete information for efficient decision making, reduce equipment costs, render maximum service to users of records, foster professionalism, and ensure smooth flow of information.

Training Methodology

A combination of class-room lectures, hands-on-practice sessions, video shows, case studies, work groups assignments and presentations.

Medium of Instruction

English

Venue

Morogoro – Tushikamane Centre

Duration

2 weeks

Fee and Mode of Payment

The fee: Tshs. **1,350,000/=** must be PAID IN ADVANCE to National Institute for Productivity through CRDB Bank, Account Number 01J1042999200, Tower Branch; otherwise the nominee will not be allowed to join the course.

Note:

Please take note that hotel accommodation, meals, travel and out of pocket expenses will be borne by the sponsoring organization. The fee covers only tuition, courseware and light refreshments during morning breaks and administrative expenses. Contact NIP office before reporting to the training venue.

Our Contacts

Nyumba ya Maarifa, Ohio Street

P. O. Box 2021, Dar es Salaam, Tanzania,

Tel: (+255) 22 2110523/ 2126832/ 2126981 and (+255) 769 291905

Fax: (+255) 22 2128619/ 2126081

Email: info@niptz.org

Web: www.niptz.org

