



# NATIONAL INSTITUTE FOR PRODUCTIVITY

## RECORDS MANAGEMENT STAGE II COURSE

### Course Objective

To equip participants with modern techniques for handling organisational records in a more organised and orderly manner.

### Target Participants

Records Management Assistants, Registry Clerks, Receptionists, Office Assistants, Personal Secretaries and Office Supervisors who attended Stage I of this course.

### Key Topics

Common defects of registry; Records management indexing system; Records management operation system; Health and safety hazards; Office environment; Managing stress and frustrations; Office supervision; Giving and responding to instructions; Team building; Creating and maintaining business relationship; Maintaining diaries/ calendars; Business correspondence; Leadership styles; Appraising performance; Report writing; Public relations; Public service code of ethics; Employment and Labour Relations Act (No. 6 of 2004) and Public Service Act (2002).

### Learning Outcome

At the end of this course participants are expected to be able to execute registry functions and services in a more advance level.

### 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

3 weeks

### Fee and Mode of Payment

The fee: Tshs. **1,110,000/=** 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](mailto:info@niptz.org)  
Web: [www.niptz.org](http://www.niptz.org)

