



NATIONAL INSTITUTE FOR PRODUCTIVITY

RECORDS MANAGEMENT STAGE I COURSE



Course Objective

To impart to participant's modern skills of handling records in an organization.

Target Participants

Registry Clerks, Records Management Assistants/Clerks, Receptionists, Office Assistants, Dispatch/Mail Messengers, Office Supervisors, Office Administrators.

Key Topics

Organisation structure; Office functions; Office accommodation and layout; Productivity and efficiency; Office furniture and equipment; Time management; Telephone handling; Effective communication; Security in offices; Registry function; Creating new files; Filing documents; Storing files; Handling closed files; Introducing and managing change; Controlling files movement; Effective customer care; Report writing; Employment and Labour Relations Act (No. 6 of 2004) and Public Service Act (2002); Workers' health (HIV/AIDS, Blood Pressure, Diabetes).

Learning Outcome

At the end of this course participants will be able to understand registry procedures and functions, follow the new registry procedures issued by the public service management, handle official correspondence, communicate more effectively with both internal and external customers, manage the organisations' registry service more effectively, improve their awareness of HIV/AIDS and other diseases.

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

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