



# Registry Course

*For the Public & Private Sector*

Venue: Lake Naivasha Panorama Park & Lodge

From: 25<sup>th</sup> - 27<sup>th</sup> July 2018

## Who is Beninda Group Limited?

Beninda has a solid and reputable track record on delivering Information, Document and Records Management training courses within all industry types. Our records management training programs and workshops are designed for private and public sector organizations. Training is conducted by highly experienced facilitators with many years records management experience.

Training courses run from short one hour executive briefing sessions on the Imperatives of records management, through to extensive 5 day workshops covering all aspects of advanced records management concepts. All our training programs are interactive and use practical training, theory, case studies, discussion groups, and hands-on exercises to impart the most knowledge which can be applied back in the office.

All our records management workshops and training courses are based on international standards and best practices, and can be custom designed to suit a particular audience or organisation.

Courses are run at leading conference facilities or on your premises if you have sufficient staff members to warrant an in-house course.



## The Upcoming Workshop

The **Records Management training for the Public & Private Sector** course is based largely on the international standards and methodologies for implementing Records Management. This programme is ideal for Records Managers in the Public & Private sector who need a comprehensive approach and guidance to planning, setting up and managing records within the organisation. Delegates will receive a number of templates and frameworks to kick start their records management improvement. This programme is a must for any staff member who has been appointed to the position of records manager, or who has been allocated those responsibilities.

### Target

Typical job functions that will benefit from this course:

- Records Managers
- Registry staff
- IT staff involved in any aspect of records management
- Business Unit managers who are responsible for records management
- Units such as Human Resources or Finance who need to manage their units records
- Company secretaries

### Objectives of the training

By the end of the course the participants should be able to:

- Explain the importance of capturing, storing, processing and communicating information
- Explain best practices in mail management
- Explain the role and importance of registry
- Discuss the importance of records management
- Discuss strategies of securing legislative records



## Workshop Timetable

Day/Date	Time	Topic	Resource Person
	DAY ONE		
WEDNESDAY 25/07/18	08.30 - 09.00	Registration	
	0900 - 0930 Hrs	SESSION 1: OPENING SESSION	
		Opening Remarks <ul style="list-style-type: none"> <li>• Introduction and welcome remarks</li> <li>• Workshop expectations and Objectives</li> </ul>	
	0930- 1100 Hrs	SESSION 2 : THE REGISTRY	
		<ul style="list-style-type: none"> <li>• The role and the importance of registry</li> <li>• Categories and functions of registry</li> <li>• Staffing and other registry users</li> <li>• Registry service performance measurement</li> <li>• Training for personnel</li> </ul>	
	1100 - 1130 Hrs	TEA BREAK	
		SESSION 3: CREATING AND OPENING NEW FILE	
	1130 - 1300 Hrs.	<ul style="list-style-type: none"> <li>• Types of files</li> <li>• Qualities of a good file</li> <li>• Opening and closing of files</li> </ul>	
	1300 - 1400 Hrs.	LUNCH BREAK	
		SESSION 4: MAIL MANAGEMENT	
1400 - 1600 Hrs	<ul style="list-style-type: none"> <li>• Mailing system</li> <li>• Opening and registration</li> <li>• Mail circulation folder</li> <li>• Filing of mails</li> <li>• Mail room equipment and setup</li> </ul>		
1600–1630 Hrs	TEA BREAK & END OF DAY 1		
THURSDAY 26/07/18	DAY TWO		
	0830 - 0900Hrs	Recap	
	0900 - 1030 Hrs	SESSION 5: REGISTRY PROCEDURES	
		<ul style="list-style-type: none"> <li>• File Control and Movement Procedures</li> <li>• File classification</li> <li>• Type of filing schemes</li> </ul>	
	1030 - 1100 Hrs	Tea Break	
	SESSION 6: FILING AND INDEXING		
1100- 1300	<ul style="list-style-type: none"> <li>• Filing staff</li> </ul>		

	Hrs	<ul style="list-style-type: none"> <li>• Efficient filing system</li> <li>• Essentials of a good filing system</li> <li>• Factors to consider when choosing filing equipment</li> <li>• Main types of indexing</li> <li>•</li> </ul>	
	1300 - 1400 Hrs	LUNCH BREAK	
	1400 - 1600 Hrs	SESSION 7: SECURITY OF RECORDS	
		<ul style="list-style-type: none"> <li>▪ Information security</li> <li>▪ Officers responsibilities</li> <li>▪ Agent of records destruction</li> <li>▪ Damage assessment</li> </ul>	
	1600–1630 Hrs	TEA BREAK & END OF DAY 2	
		DAY 3	
FRIDAY 27/08/18	0830 - 0900 Hrs	Recap	
		SESSION 8: RECORDS MANAGEMENT	
	0900 - 1030 Hrs	<ul style="list-style-type: none"> <li>• Introduction, definition, types of records</li> <li>• The functions and objectives of records management</li> <li>• The principles of Records Management</li> <li>• Records survey and disposal</li> <li>• Challenges of Records Management</li> </ul>	
	1030 - 1100 Hrs	TEA BREAK	
	1100- 1300 Hrs	SESSION 9: SECURITY OF RECORDS	
		<ul style="list-style-type: none"> <li>▪ Information security</li> <li>▪ Officers responsibilities</li> <li>▪ Agent of records destruction</li> <li>• Damage assessment</li> </ul>	
	1300 - 1400 Hrs	LUNCH BREAK	
		SESSION 10: ELECTRONIC RECORDS MANAGEMENT	
	1400 - 1500 Hrs	<ul style="list-style-type: none"> <li>• Definition of electronic records</li> <li>• Benefits of automation of records</li> <li>• Challenges in automation of records</li> </ul>	
	1500 Hrs-1530 Hrs	<ul style="list-style-type: none"> <li>• WAY FORWARD</li> </ul>	
	1600–1630 Hrs	TEA BREAK	

## Location

Lake Naivasha Panorama Park & Lodge  
Off Moi South Lake Road, Naivasha, Kenya



## Charges

**Cost:** (KES) – 35,700.00 (Tax Exclusive)

**Payable to:** Beninda Dot Com. **Bank:** Cooperative Bank, Kimathi Branch.  
**Account Number:** 01109081559500

Fee caters for all Training Materials, Facilitation, Lunches, Teas, Refreshments and Certification

## Facilitated by:

### Beninda Dot Com

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