



ISO 9001: 2008 CERTIFIED

UNIVERSITY OF NAIROBI
DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE
PROFESSIONAL TRAINING COURSES

NO.	COURSE TITLE	TARGET/AUDIENCE	DURATION	DATE	COSTING
1.	Digital Literacy	Information Professionals, Librarians, Administrators, Executive Assistants, Secretaries, Supervisors, IT Personnel, Registry Staff, Records Staff, Researchers	3 Days	22 nd -24 th June 2016	30,000/=
2.	Records and Information Governance	Administrators, Records personnel, Information Managers, Librarians, Information Professionals, Archive Managers, Office Managers, Supervisors, Receptionists, IT Personnel, Researchers	3 Days	13 th -15 th July 2016	50,000/=
3.	Academic Writing and Publishing	Academic and Research Institutions, Information Professionals, Librarians, Knowledge Managers, Office Managers, IT Staff, Registry Staff, Records Staff, Researchers	3 Days	27 th -29 th July 2016	30,000/=
4.	Ethics and Integrity	Administrators, Executive Assistants, Executive Secretaries, Information Professionals, Librarians, Supervisors, Office Managers, Public Relations Officers, Receptionists, IT Staff, Security Staff, Registry Staff, Records Staff, Researchers	3 Days	3 rd -5 th August 2016	30,000/=

5.	School Librarian and Media Professionals	Information Professionals, Librarians, Community Officers, Media Resource Managers, Registry Staff, Records Staff	3 Days	10 th -12 th August 2016 14 th -16 th December 2016	40,000/=
6.	Electronic Records Management	Administrators, Records personnel, Information Managers, Librarians, Information Professionals, Archive Managers, Office Managers, Supervisors, Receptionists, IT Personnel, Researchers	3 Days	24 th -26 th August 2016	50,000/=
7.	Digital Information Management	Information Professionals, Librarians, Knowledge Managers, Administrators, Executive Assistants, Secretaries, Supervisors, IT Staff, Registry Staff, Records Staff, Researchers	3 Days	7 th -9 th September 2016	30,000/=
8.	Corporate Information Organizations	Information Professionals, Information Managers, Knowledge Managers, Librarians, Administrators, Secretaries, Records Staff	3 Days	28 th -30 th September 2016	50,000/=
9.	Information Marketing and Branding	Information Professionals, Information Managers, Knowledge Managers, Librarians, Registry Staff, IT Staff, Records Staff, Researchers	3 Days	12 th -14 th October 2016	30,000/=
10.	Total Quality Management	Information Professionals, Information Managers, Knowledge Managers, Librarians, Administrators, Supervisors, Registry Staff, IT Staff, Records Staff, Researchers	3 Days	26 th -28 th October 2016	30,000/=
11.	Information Resource Management	Administrators, Secretaries, Supervisors, Information Professionals, Information Managers, Knowledge Managers, Librarians, IT Staff, Office Managers	3 Days	9 th -11 th November 2016	30,000/=
12.	Emerging Issues in the Information Profession	Information Professionals, Information Managers, Knowledge Managers, Librarians, Administrators, Secretaries, Supervisors, IT Staff, Registry Staff, Records Staff, Researchers	3 Days	14 th -16 th December 2016	30,000/=

CONTACT INFORMATION AND REGISTRATION DETAILS

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