



ISO 9001: 2008 CERTIFIED

**UNIVERSITY OF NAIROBI**  
**DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE**  
**PROFESSIONAL TRAINING PROGRAMMES**

NO.	COURSE TITLE	TARGET/AUDIENCE	DURATION	DATE	COSTING
1.	Academic Writing and Publishing	Academic and Research Institutions, Information Professionals, Librarians, Knowledge Managers, Office Managers, IT Staff, Registry Staff, Records Staff, Researchers	3 Days	22 <sup>nd</sup> -24 <sup>th</sup> June 2018	30,000/=
2.	Records Management and Information Governance	Administrators, Records personnel, Information Managers, Librarians, Information Professionals, Archive Managers, Office Managers, Supervisors, Receptionists, IT Personnel, Researchers	3 Days	13 <sup>th</sup> -15 <sup>th</sup> July 2018	50,000/=
3.	Emerging Technologies and Information Management	Academic and Research Institutions, Information Professionals, Librarians, Knowledge Managers, Office Managers, IT Staff, Registry Staff, Records Staff, Researchers	5 Days	27 <sup>th</sup> -29 <sup>th</sup> July 2018	80,000/=
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 <sup>rd</sup> -5 <sup>th</sup> August 2018	30,000/=

5.	School Librarian and Media Professionals	Information Professionals, Librarians, Community Officers, Media Resource Managers, Registry Staff, Records Staff	3 Days	10 <sup>th</sup> -12 <sup>th</sup> August 2018 14 <sup>th</sup> -16 <sup>th</sup> December 2018	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 <sup>th</sup> -26 <sup>th</sup> August 2018	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 <sup>th</sup> -9 <sup>th</sup> September 2018	30,000/=
8.	Corporate Information Organizations	Information Professionals, Information Managers, Knowledge Managers, Librarians, Administrators, Secretaries, Records Staff	3 Days	28 <sup>th</sup> -30 <sup>th</sup> September 2018	50,000/=
9.	Information Marketing and Branding	Information Professionals, Information Managers, Knowledge Managers, Librarians, Registry Staff, IT Staff, Records Staff, Researchers	3 Days	12 <sup>th</sup> -14 <sup>th</sup> October 2018	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 <sup>th</sup> -28 <sup>th</sup> October 2018	30,000/=
11.	Information Resource Management	Administrators, Secretaries, Supervisors, Information Professionals, Information Managers, Knowledge Managers, Librarians, IT Staff, Office Managers	3 Days	9 <sup>th</sup> -11 <sup>th</sup> November 2018	30,000/=
12.	Digital Literacy	Information Professionals, Information Managers, Knowledge Managers, Librarians, Administrators, Secretaries, Supervisors, IT Staff, Registry Staff, Records Staff, Researchers	3 Days	14 <sup>th</sup> -16 <sup>th</sup> December 2018	30,000/=

## CONTACT INFORMATION AND REGISTRATION DETAILS

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