



AR RECORDS AND INFORMATION MANAGEMENT CONSULTANTS

TRAINING IN RECORDS AND INFORMATION MANAGEMENT
AT MANAC LODGE, MPONELA FROM 20TH TO 24TH NOVEMBER 2023

INTRODUCTION

AR Records and Information Management Consultants was established in 2016 and is duly registered in Malawi. The firm aims to equip staff and institutions with critical knowledge and skills in handling critical information assets. AR Records and Information Management Consultants endeavours to improve records, archives and information management functions in institutions in Malawi and beyond in the context of legislations such as Access to Information and technological advancements.

WHY RECORDS AND INFORMATION MANAGEMENT MATTERS?

Malawi's progress, both in the public and private sectors, hinges on proper records and information management. Therefore, our nation's socio-economic and technological advancements demand experts in records and information management. Also, the Access to Information legislation mandates impeccable records management practices for public and private institutions to serve the community better. However, evidence reveals alarming negligence in managing records in the public and private institutions in Malawi mainly due to insufficient expertise in records and information management. Be the change! Join AR Records and Information Management Consultants in this transformative journey!

WHO SHOULD ATTEND?

- Librarians
- Information Officers
- Records Officers
- Archives Officers
- ICT officers
- Human Resources Officers
- Accounts Officers
- Finance Officers
- Public Relations Officers

- Procurement Officers
- Administrative Assistants
- Secretaries

WHY PARTICIPATE?

- Gain a competitive edge in records and information management
- Ensure your organisation stands tall in corporate governance and accountability
- Learn from the industry's best
- Receive a certificate to boost your professional profile

LEARN FROM THE EXPERTS

Dr Paul Lihoma

Director General

National Records and Archives Services

Mr Chancy Kalolokesya

Head of Access to Information Unit

Malawi Human Rights Commission

Mr Austine Phiri

Senior Lecturer, Department of Information Sciences

Mzuzu University

Mr Glyn Mughogho

Director of Library and ICT/ODEL

Pentecostal Life University

TRAINING FEE

The cost per participant is K325, 000.00 which covers refreshments, lunch, stationery and training manuals. Participants will receive elegant branded golf shirts and a certificate of completion for the training. Transport and accommodation will be covered by the participants.

Payments can be made through the bank details below;

AR Records and Information Management
National Bank of Malawi
Savings Account Number 1010018408
Mzuzu Branch

For further details about the training, you may contact the organiser through the contacts below;

Gift Noniwa

Mobile: (+265) 994 600 728/888 126 382

Email: arconsultantsmalawi@gmail.com