



MZUZU UNIVERSITY

Current Trends in Records Management for Public and Private Sector Employees Training Workshop

Records are a driving force of any organization. Proper Records Management Systems make it easier for the records to be created, used, retrieved and disposed off in an effective and efficient manner. However, very few organizations have the knowledge, capacity and human resources to manage their records efficiently and effectively for the benefit of their organisations. In view of these problems and organisations' demand, Mzuzu University has organized another workshop on “**Current Trends in Records Management for Public and Private Sector Employees**” to equip participants with requisite knowledge and skills.

Target Group

Records Managers, Human Resource Officers, Finance Managers, Personal Assistants, Secretaries, Registry Staff, Procurement Officers and ICT Officers drawn from public listed companies (PLCs), banks, parastatal organisations, Judiciary, Parliament, Malawi Police Service, Malawi Defense Force, central and district hospitals, government departments, non-governmental organisations (NGOs), and public and private universities including colleges.

Training Content

Workshop will cover the following topics: Definition of Records and Archives Management; Importance of Proper Records Management; Filing Systems and Index; Records Storage, Access and Tracking; Electronic Records Management; Access to Information Act (2016) and Records Management; Registry Systems; Records Policy Formulation; and Disaster Preparedness, Prevention and Recovery.

Dates for the Training : **21st June – 25th June, 2021 (5 days)**
Venue : **Ihala Crest Lodge, Mzuzu**
Mode of Delivery : **The training integrates theory and practice.**

Fees: Participation fee for the workshop is **MWK300, 000** per participant. This will cover cost of training materials, morning and afternoon refreshments, and lunch. Other expenses such as transport, meals and accommodation will be borne by the participants themselves. Fees should be deposited before commencement of the workshop into the following account:

Name of Account : **Mzuzu University Library Account**
Account Number : **18634929**
Name of Bank : **NBS Bank**
Branch : **Mzuzu Branch**

Please confirm your participation by **15th June, 2021** by sending your personal details plus deposit slip to **Ass. Prof. Aubrey Chaputula** through email: **chaputula.a@mzuni.ac.mw** or call **0993376996** and **Mr. Lomosi Chinyumba** through email: **chinyumba.l@mzuni.ac.mw** or call **0999128181**.

COVID-19 precautionary measures will strictly be followed; therefore, participants are informed to bring their own facemasks and sanitisers to curb the spread of the virus during the workshop.