



- Certified Records and Information Management Professional - CRIMP®
- Certified Health Information Management Professional - CHIMP®
- Certified Document Management Professional - CDMP®
- Certified Information Security Professional - CISP®



INSTITUTE OF INFORMATION MANAGEMENT

- Standards
- Certification
- Competence
- Research

SAIM House, 35, Association Avenue, Ilupeju, Lagos Nigeria.
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FROM INFORMATION TO VALUE

Registration is available online @ www.iim-africa.org



INSTITUTE OF INFORMATION MANAGEMENT (IIM) - AFRICA

2020 Training & Events Calendar

Professional Training Programs

January

Month	Training Course(s)	Date	Location	Admission
January	IIM Certificate in Archive Management	January 23- 24, 2020	Lagos, Abuja & Other Locations	NGN90,000 / USD450

February

Month	Training Course(s)	Date	Location	Admission
February	IIM Certificate in Managing Physical and Electronic Records	February 06 - 07, 2020	Lagos, Abuja & Other Locations	NGN100,000 / USD500
February	IIM Certificate in Improving your Information & Records Management Using Existing Tools	February 13-14, 2020	Lagos, Abuja & Other Locations	NGN110,000 / USD550
February	IIM Certificate in Big Data Analytics	February 20-21, 2020	Lagos, Abuja & Other Locations	NGN120,000 / USD600

March

Month	Training Course(s)	Date	Location	Admission
March	IIM Certificate in Digital Transformation	March 05-06, 2020	Lagos, Abuja & Other Locations	NGN100,000 / USD500
March	IIM Certificate in Data Protection:34	March 17-18, 2020	Lagos, Abuja & Other Locations	NGN100,000 / USD500
March	IIM Certificate in Document Control (Advance)	March 26-27, 2020	Lagos, Abuja & Other Locations	NGN120,000 / USD600

April

Month	Training Course(s)	Date	Location	Admission
April	IIM Certificate in Digital Archiving & Preservation	April 9-10, 2020	Lagos, Abuja & Other Locations	NGN100,000 / USD500
April	IIM Certificate in Business Intelligence	April 16-17, 2020	Lagos, Abuja & Other Locations	NGN110,000 / USD550
April	IIM Certificate in Data Warehousing	April 23-24, 2020	Lagos, Abuja & Other Locations	NGN120,000 / USD600



May

Month	Training Course(s)	Date	Location	Admission
May	IIM Certificate in Advanced Records and Information Management	May 7-8, 2020	Lagos, Abuja & Other Locations	NGN100,000 / USD500
May	IIM Certificate in Data Mining and Modeling	May 26-27, 2020	Lagos, Abuja & Other Locations	NGN150,000 / USD750

June

Month	Training Course(s)	Date	Location	Admission
June	IIM Certificate in Assured Records Management	June 18 - 19, 2020	Lagos, Abuja & Other Locations	NGN100,000 / USD500
June	IIM Certificate in Data Analytics	June 25 - 26, 2020	Lagos, Abuja & Other Locations	NGN120,000 / USD600

July

Month	Training Course(s)	Date	Location	Admission
July	IIM Certificate in Records & Information Management Primer	July16-17, 2020	Lagos, Abuja & Other Locations	NGN80,000 / USD400
July	IIM Certificate in Information Management for IT	July 23-24, 2020	Lagos, Abuja & Other Locations	NGN80,000 / USD400

August

Month	Training Course(s)	Date	Location	Admission
August	IIM Certificate in Registry and Records Administration	August 06-07, 2020	Lagos, Abuja & Other Locations	NGN90,000 / USD450
August	IIM Certificate in Records Management in the Public Sector	August 20-21, 2020	Lagos, Abuja & Other Locations	NGN80,000 / USD400

September

Month	Training Course(s)	Date	Location	Admission
September	IIM Certificate in Document Scanning and Digitization	September 3-4, 2020	Lagos, Abuja & Other Locations	NGN100,000 / USD500
September	IIM Certificate in Improving your Information & Records Management Using Existing Tools	September 17-18, 2020	Lagos, Abuja & Other Locations	NGN110,000 / USD550



October

Month	Training Course(s)	Date	Location	Admission
October	IIM Certificate in Information Security Assurance I (Non-Technical)	October 13-14, 2020	Lagos, Abuja & Other Locations	NGN130,000 / USD650
October	IIM Certificate in Information Security Assurance I & II(Technical)	October 15-16, 2020	Lagos, Abuja & Other Locations	NGN150,000 / USD750
October	IIM Certificate in Digital Transformation for Business Executives	October 29-30, 2020	Lagos, Abuja & Other Locations	NGN250,000 / USD1,250

November

Month	Training Course(s)	Date	Location	Admission
November	IIM Certificate in Information Governance	November 06, 2020	Lagos, Abuja & Other Locations	NGN90,000 / USD450

December

Month	Training Course(s)	Date	Location	Admission
December	IIM Certificate in Business Process Management	December 3-4, 2020	Lagos, Abuja & Other Locations	NGN150,000 / USD750



IIM Professional Certification Training Programs (Online & Classroom)

June

Month	Training Course(s)	Date	Location	Admission
June	IIM Professional Certification Boot Camp (Foundation, IMP 1-III, CDMP, CRIMP, CHIMP & CISP) - Residential	June 15 – 19, 2020 & June 22-26, 2020	Lagos, Abuja & Other Locations	See IIM Certification Registration Page on Website.

September

Month	Training Course(s)	Date	Location	Admission
September	IIM Professional Certification Boot Camp (Foundation, IMP 1-III, CDMP, CRIMP, CHIMP & CISP) - Residential	September 7-11 & Sept. 21-25, 2020	Lagos, Abuja & Other Locations	See IIM Certification Registration Page on Website.



GIMC - Certification Program (Online & Classroom)

Month	Training Course(s)	Duration	Date	Location	Admission
March	General Information Management Competence Certification (GIMC-Certification)	1 Day	Available on any of these days: March 9 -13, 2020	Lagos, Abuja & Other Locations	NGN40,000 / USD200
April	General Information Management Competence Certification (GIMC-Certification)	1 Day	Available on any of these days: April 13-17, 2020	Lagos, Abuja & Other Locations	NGN40,000 / USD200
May	General Information Management Competence Certification (GIMC-Certification)	1 Day	Available on any of these days: May 18-22, 2020	Lagos, Abuja & Other Locations	NGN40,000 / USD200
July	General Information Management Competence Certification (GIMC-Certification)	1 Day	Available on any of these days: July 13-17, 2020	Lagos, Abuja & Other Locations	NGN40,000 / USD200
August	General Information Management Competence Certification (GIMC-Certification)	1 Day	Available on any of these days: August 10-14, 2020	Lagos, Abuja & Other Locations	NGN40,000 / USD200
October	General Information Management Competence Certification (GIMC-Certification)	1 Day	Available on any of these days: October 19-23, 2020	Lagos, Abuja & Other Locations	NGN40,000 / USD200
November	General Information Management Competence Certification (GIMC-Certification)	1 Day	Available on any of these days: November 9-13, 2020	Lagos, Abuja & Other Locations	NGN40,000 / USD200



IIM Certification Examination Schedule

Month	Examination	Date	Location
July	Foundation, IMP I – IMP III & Master	July 13, 20 & 24, 2020	All IIM Accredited Centre
November	Foundation, IMP I – IMP III & Master	November 9, 16 & 23, 2020	All IIM Accredited Centre

Basic Courses (Week Days & Weekends)

Period	Training Course(s)	Duration	Location	Requirements	Admission
Jan - Dec	Certificate in Records and Information Management	1 day	Lagos, Abuja & Other Locations	Basic knowledge	NGN36,000 / USD 180
Jan - Dec	Certificate in Introduction to Document Control	1 day	Lagos, Abuja & Other Locations	Basic knowledge	NGN36,000 / USD 180
Jan - Dec	Internet and Computing Core Certification	1 day	Lagos, Abuja & Other Locations	Basic knowledge	Call
Jan - Dec	Certificate in Introduction to Health Information Management	1 day	Lagos, Abuja & Other Locations	Basic knowledge	NGN36,000 / USD 180



2020 IIM Events (Local & International)

SN	Events	Date	Location
1	2020 IIM Quarterly Training Program	February 29, 2020	Abuja, Nigeria
2	2020 IIM Quarterly Training Program	March 7, 2020	Lagos, Nigeria
3	Institute of Information Management Annual Conference, Induction & Investiture Ceremony	March 14, 2020	Lagos, Nigeria
4	2020 IIM Quarterly Training Program	May 02, 2020	Accra, Ghana
5	IIM Information Management & Literacy Week	May 12 – 17, 2020	Lagos, Nigeria
6	Institute of Information Management Convention, Induction & Investiture Ceremony	May 30, 2020	United Kingdom
7	Institute of Information Management Convention, Induction & Investiture Ceremony	June 06, 2020	California, USA
8	International Archives Day (IAD) 2020	June 9, 2020	United States of America
9	Institute of Information Management Convention, Induction & Investiture Ceremony	June 13, 2020	Toronto, Canada
10	2020 IIM Quarterly Training Program	August 8, 2020	Abuja, Nigeria
11	2020 IIM Quarterly Training Program	August 15, 2020	Lagos, Nigeria
12	2020 IIM Quarterly Training Program	August 29, 2020	Accra, Ghana
13	Institute of Information Management Convention, Induction & Investiture Ceremony	September 05, 2020	Accra, Ghana
14	Institute of Information Management Convention, Induction & Investiture Ceremony	September 19, 2020	France
15	2020 IIM Port-Harcourt Pre-Induction / Quarterly Trainings Program	October 09, 2020	Port-Harcourt, Rivers State
16	Institute of Information Management Annual Lecture, Induction & Investiture Ceremony	October 10, 2020	Port-Harcourt, Rivers State
17	Institute of Information Management Convention, Induction & Investiture Ceremony	October 17, 2020	South Africa
18	2020 IIM Quarterly Training Program	November 13, 2020	Abuja, Nigeria
19	Institute of Information Management National Summit, Induction & Investiture	November 14, 2020	Abuja, Nigeria
20	Institute of Information Management Convention, Induction & Investiture Ceremony	November 28, 2020	Melbourne, Australia
21	2020 IIM Quarterly Training Program	December 5, 2020	Accra, Ghana
22	2020 IIM Quarterly Training Program	December 12, 2020	Lagos, Nigeria
23	2020 IIM Quarterly Training Program	December 19, 2020	Abuja, Nigeria



2020 Information Management Industry Events (Local & International)

SN	Events	Date	Location
1	IRMS Conference 2020	May 17-19, 2020	The Hilton Birmingham (NEC), United Kingdom
2	Managing Electronic Records Conference (MER Conference)	May 3-6, 2020	The Marriott Hotel, Downtown Chicago, USA
3	2020 PRISM International Annual Conference	May 14-16, 2020	JW Marriott, Orlando, FL, USA
4	International Archives Day (IAD) 2020	June 9, 2020	Global
5	Info Governance Conference	September 25-28, 2020	USA (Venue to be Announced)



Banking Details

Account Name: Institute of Information Management

Bank: GTBank

Branch: Ajah, Lagos

Branch Sort Code: 058152272

OLD ACCOUNT NO.	NUBAN ACCOUNT	CURRENCY	ACCOUNT NO.
227/673637/1/1/0	0136007752	NGN	Current Account
227/673637/2/1/0	0136264766	USD	Current Account
227/673637/3/1/0	0136264780	GBP	Current Account
227/673637/46/1/0	0136264807	EUR	Current Account

NOTE

The Institute of Information Management (IIM) Africa offers (optional) travel / Visa assistance to prospective participants for international programs.

PROGRAM

- Listed courses can be facilitated (onsite/offsite) outside of the stipulated periods/location indicated on the calendar in order to meet individual training needs of organizations.
- Training attendance fees must be paid not later than six (6) weeks prior to the commencement of the training by both individual and corporate organization nominating delegates.
- Training cost also covers tea break, lunch, courseware and certificate (As indicated on training broadcasts)
- Cost does not cover travel expenses and accommodation for both local and international programs.

CANCELLATION / ALTERATIONS OF THE PROGRAM

The Institute of Information Management (IIM)-Africa reserves the absolute right to modify or cancel courses or programs published at any time if not adequately subscribed to. In this regard, there shall be a refund less service charge, without liability for any consequential loss or damages incurred.



<p>• Target Audience /Group</p>	
<p>Commissioners, Permanent Secretaries, Information Managers, Management Consultant, Union Leaders, Professional Accountants, Administrators, General Managers, Entrepreneurs, Directors, Local Government Chairmen, Vice-Chairmen & Secretaries, Health Professionals, Treasurers, Accountants, Bankers, Auditors, Hr Managers, Entrepreneurs, Investment Analysts, Marketing Managers, Loans And Advance Officers, Trainers, Doctors, Pharmacists, Management Educators, Media Practitioners, Data Protection Officers, National And Sub-National Officials, Compliance Managers/Officers, Information Officers, Record Managers, Human Resources Officers, Document Controllers, Information Management Coordinators, Records Clerks, Information Technicians, Archivists, Records Managers, Librarians, Health Information/Medical Records Managers, Project Managers, Project Engineers, Project Control, Information Architects, Business Analysts, IT Managers, Technical Support Staff, Business Unit, Web Development Staff, Implementation Team, Solution Providers, Vendors, Change Agents, Users, Regulatory (Financial, Audit, CPA) etc.</p>	
<p>Institute Of Information Management (IIM) – Africa * For Booking & Enquires:</p>	
<p>UNITED STATES OF AMERICA - INTERNATIONAL HEADQUARTERS, USA: 4340 South Pennsylvania Street, Englewood Colorado 80113, USA.</p>	
<p>UNITED KINGDOM: 56 Darnley Road, Woodford Green, Essex IG8 9HY, United Kingdom Tel: +44 7459830363</p>	
<p>SOUTH AFRICA: Centurion Residential Estate, 52 Monte Carlo Drive, Centurion, Pretoria 0157, South Africa. Tel: +27 61 539 2837</p>	
<p>GHANA: The Loom Place, Kotobabi, Spintex, Accra, Ghana. Tel: +233 545117775</p>	
<p>NIGERIA: ABUJA OFFICE 3rd Floor, Upper Grace Plaza, Plot 127 Shettima Munguno Crescent, Behind Julius Berger Yard, Utako, Abuja, Nigeria. Tel:+234-8136021453, +234-8123695594 LAGOS OFFICE: SAIM House: 35, Association Avenue, Ilupeju Lagos, Nigeria. Tel:+234-8083773640, +234-7058000405, BB Pin: 33580A58 IBADAN OFFICE: Suite 14, Dokal Shopping Plaza, Off Orita Police Station, Orita Challenge, Ibadan, Oyo State. Tel:+234-8147027823 SOCIAL MEDIA PLATFORMS: Facebook: https://www.facebook.com/IIMAFRICA LinkedIn: https://www.linkedin.com/groups/Institute-Information-Management-IIM-Africa-4172908/about Twitter: https://twitter.com/IIMAFRICA Instagram: https://www.instagram.com/iimafrica/</p>	
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