



Advanced Records Management and Information Governance

18th - 22nd February 2019

Premier Hotel, O R Tambo, Kempton Park, Johannesburg

NQF Level 5, 5 Credits towards a Higher Certificate in Management

Course Outcomes

- Determining the challenges and benefits of Information Governance
- Create a Conducive Environment for Advanced Document and Records Management Practice
- Selecting and Implementing EDRMS
- Implementing Business Classification Scheme and Schedule for Other Records
- Determining whether the cloud is right for your organisation's records
- Records Management Risk and Security
- Social media as a records management tool

Who Should Attend?

- Chief Librarian
- Librarians
- Record Managers
- Archivists and Archive Managers
- Personal and Principal Librarians
- Information Specialists and Officers
- Knowledge Managers
- Business Administrators,
- Project Document Controllers
- IT Administrators
- Compliance Officers
- Archivists, Information Managers
- Cataloguing Managers
- Document Controllers
- Information Scientists and Managers
- Researcher

About your Presenters:

Dr. Shadrack Hlungwani

B-Admin, Honours HRD, MBA, PhD

Dr Hlungwani is a records management specialist. His 20 years of expertise includes areas of Records Management, Registry, Mailroom, Imaging and Archiving. In 2009 Dr Hlungwani obtained his doctoral degree. Shadrack served as a Chairperson of the South African Records Managers Forum for 3 years. His records management career stretches over a wide spectrum of employment at government departments and in the private sector. Highlights of his career includes his employment at the Department of Agriculture (DoA) where he compiled a File Plan which was approved by the National Archives and Records Service of South Africa, after restructuring of the DoA in 2004. During his service at the DTi he managed their File Plan and implemented their Records Management User Manual where he was responsible for implementation and training of the records management system. Dr Hlungwani is a frequent guest on SABC-MLFM radio addressing various topics on Records Management. He trained organizations such as SASSA, DST, Agriculture, DPW, National Lotteries Board, ICD, Department Health-North West amongst others on Registry, Mailroom, Imaging, Archiving and Records Management

Dr. Segomotso Masegonyana Keakopa

Doctor of Philosophy in Archives and Records Managements, M.A. Records Management and Archives Administration, B.A. Humanities-History and English (University of Botswana, 1993).

Professional Experience:

- Archivist, Botswana National Archives and Records Services, 1993-1997.
- Lecturer, Department of Library and Information Studies (University of Botswana, 1997-2009).
- Project Implementation Manager (Records Strategy), Botswana Unified Revenue Service (BURS),
- Senior Lecturer, Department of Library and Information Studies



Intelligent Africa Marketing and Training

Tel: 0027 12 997 7676 • Fax: 0027 12 997 7034

info@intelligentafrica.com • www.intelligentafrica.com