

Records and Information Governance for Municipalities

Public Sector Management & Public Affairs

Course Overview

Records and Information Governance for Municipalities: a 5-day professional training course from LTC Consultants, delivered in-classroom across Africa and...

What You Will Achieve

- Explain the core principles and current good practice in Records and Information Governance for Municipalities
- Apply practical tools and techniques for Records and Information Governance for Municipalities in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Records and Information Governance for Municipalities in practice
- Build a personal action plan to implement what you have learned

Who Should Attend

Directors, senior managers, heads of department, team leaders and high-potential professionals preparing for greater leadership responsibility.

Course Outline

1. Foundations of Records and Information Governance for Municipalities: principles, terminology and context
2. The business case: why Records and Information Governance for Municipalities matters to performance
3. Core tools, frameworks and methods
4. Applying the tools: guided case study and exercises
5. Common pitfalls and how experienced practitioners avoid them
6. Working with stakeholders: communication and influence
7. Measuring results and continuous improvement
8. Personal action planning and course review

Upcoming Dates and Fees

DATES	VENUE	FEE (PER DELEGATE)
12 to 16 Oct 2026	Windhoek	\$1,650
19 to 23 Oct 2026	Dar es Salaam	\$1,650
26 to 30 Oct 2026	Online	\$700
2 to 6 Nov 2026	Pretoria	\$1,650

16 to 20 Nov 2026	Gaborone	\$1,550
23 to 27 Nov 2026	Kigali	\$1,450
30 Nov to 4 Dec 2026	Cape Town	\$1,395
7 to 11 Dec 2026	Lusaka	\$1,450

LTC Consultants

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Every delegate receives a Certificate of Attendance. Group and in-house rates available on request.