

We Deliver Simple Solutions
To Complex Problems.



KEEP TOTAL VISIBILITY
Inside-Outside

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THERE HAS TO BE A BETTER WAY FOR SECURITY, SAFETY AND COMPLIANCE. MITIGET, THE NEW WAY TO PROGRESS, SUCCESS, ADVANCE!

Mitiget is a leading Enterprise Information Security company delivering comprehensive security, safety and compliance solutions. Our solutions are the most competitively priced to a myriad of industry verticals, empowering enterprises to achieve a business enabled defense-in-depth security posture, manage corporate risk, improve compliance, and attain proactive detection and prevention of security threats to their people, processes, computing infrastructure including data, and applications. Our signature approach combines extensive and in-depth case specific solutions.

We deliver measurable values from where we take over – minimum of 25% improvement. Our focus is to instill risk based decision-making culture and a tangible information and cybersecurity practices enterprise-wide.

TWO COMPONENT DRIVERS FOR EXCEPTIONALISM

1. We offer value for money while continually developing uncommon specialist products and services.
2. We pride ourselves with the skill, expertise and experience of our people. We focus on exemplary leadership, mentorship, respect for one another and cherishing family values in building internal capacity for excellence. We shall continue to be competitive in our compensation regime, good working conditions, excellent training and great career opportunities to our people. We shall continually drive our people to improve their skills and qualifications so that we could become accredited to recognized industry standard relevant to the business.

WHY CHOOSE US

At Mitiget, we take pride in understanding our client’s needs, and are keen on producing results that are considered outstanding from their perspective.

We always take a realistic approach from the start to finish and beyond of every project or task.

We always assist in delivering excellent value to our clients.

OUR PEOPLE

Our handpicked teams are experts in their specific fields, and their primary goal is to make a positive difference in our client’s businesses and endeavours. We see the potentials in your strategy and can help you mitigate uncertainties and harnessing opportunities by providing you with solutions that enable your objective.



MISSION
To provide superior assurance and technology solutions to our customers through innovations, professionalism and ethics.



VISION
To be the preferred choice in Governance, Risk and Compliance Solutions in Africa and respected globally.



VALUES
 << I-SHAPE >>
 Innovation
 Security
 Holistic
 Adaptability
 Professionalism
 Excellence

Secure Records Management & Archives Solutions

Mitiget can digitize valuable paper documents into any electronic format using high-speed scanners for compact storage and secure access.

WHAT WE DO

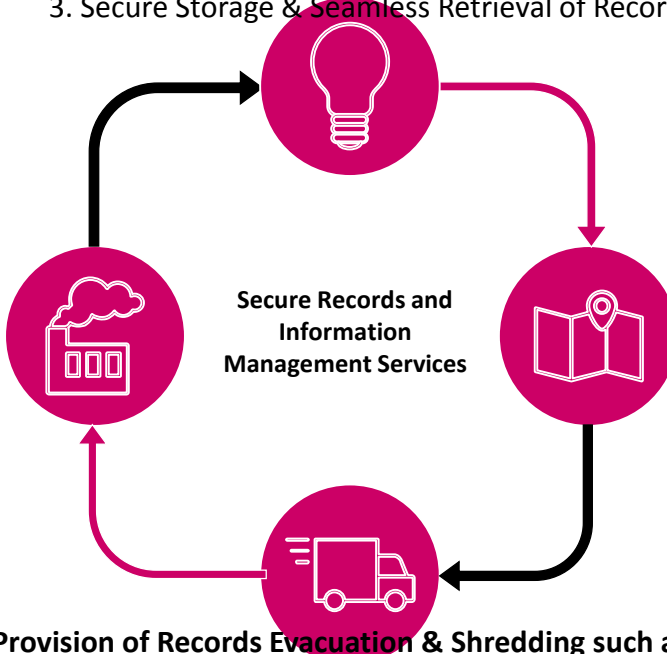


We redefine document & records handling practice

LET US SOLVE YOUR RECORDS MANAGEMENT CHALLENGES

Provision of Records, Governance & Management Capabilities such as:

1. Deployment of Records Management Software
2. Establishment of Records Governance & Policies
3. Secure Storage & Seamless Retrieval of Records



Provision of Records Physical Archive such as:

1. Design/Setup of Paper archives
2. Deployment of Archival Boxes
3. Paper Preparation & Indexing

Provision of Secure Records Digital Solutions such as:

1. Scan/Capture—on or off site
2. Workflow Automation
3. Secure Storage & Access

Provision of Records Evacuation & Shredding such as:

1. Secure Pickup and Evacuation
2. Onsite & Offsite Secure Shredding
3. Secure Media Destruction
4. Residential & Consumer Records Handling

We also Supply, Install & Maintain these:



Mobile Compactor & Adjustable Shelf



File Cabinet & Fireproof Safe



Bar-code Printers with Accessories



High Speed Industrial & Office Scanner



Customized Archive Box & Folder



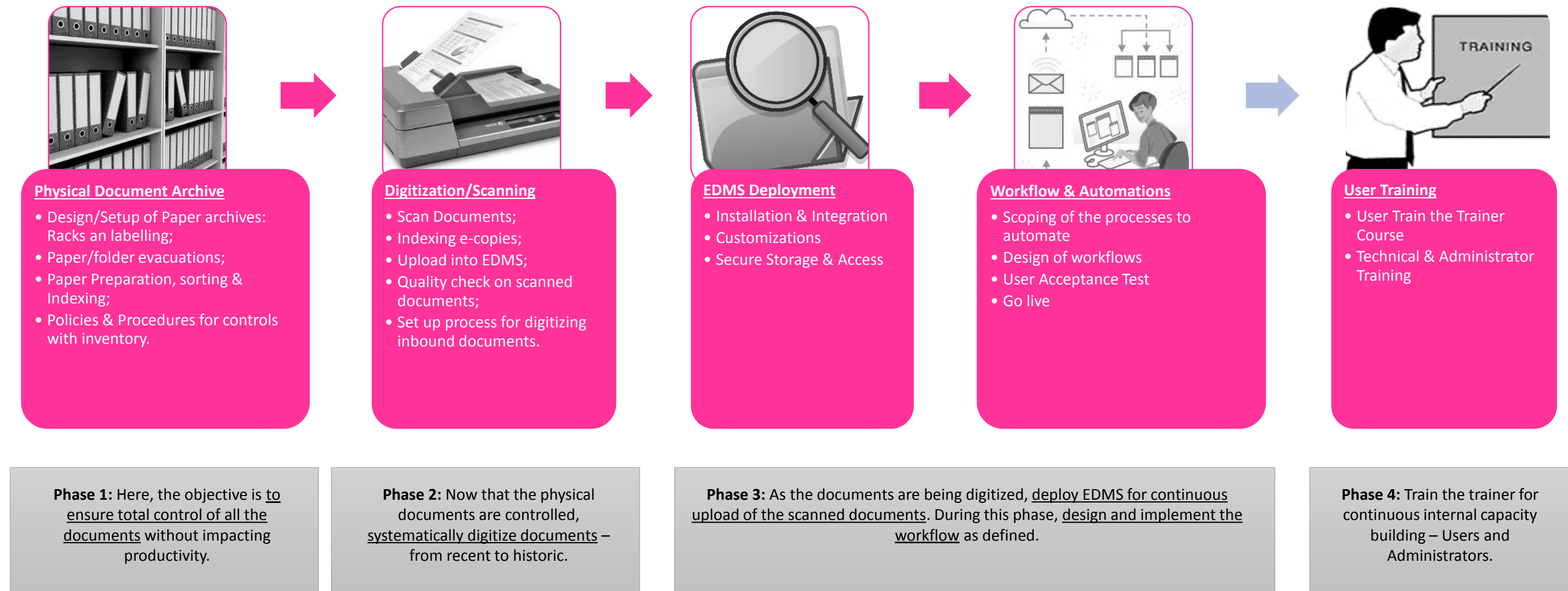
High Speed Industrial & Office Shredder

We protect your most valued asset – business information, data, records...

Reach out to us today to discuss your needs

Our Approach To Records Management Project

Mitiget's solutions engagement and delivery approaches are hybrid of both a framework and our project management methodology. This provides the assurance that projects will be delivered within scope, on time and within budget, consistent with best practices while identifying potential risks militating against them. We recommend the following approach for this project in order to meet the well-articulated objectives:



Mitiget has built reputation for implementing records management projects professionally for organizations – private and public. Based on her R&D, hands-on field experience and exposure over the years on records management and the application of relevant best practices, Mitiget Learning Academy developed this training course for those that wish to hone their skills in this domain. The course delivers competence for the supervision and administration of digital or paper records - handling, protection and preservation, regardless of format.

The course also exposes participants to the practical approach to document handling activities and concepts with the view to instilling applicable skills for the control of personal or organizational records including indexing, secure storage, preservation, digitization, records management software and technologies, governance and retention controls for records and cultural change management.

Course Duration & Agenda

Day 1: Introduction to records management, records and information life cycle.

Day 2: Business and records management requirements – strategic direction.

Day 3: Records project management, risk analysis, records governance options, organizational culture issues to successful implementation of a paperless environment roadmap, adoption of change management approach, stakeholders.

Day 4: Imaging types, imaging technologies and computing environment, EDMS deployment Pitfalls, security and controls for records. Assessment for the course.

Cost, Scheduled Dates and General Information

The cost covers the training and attendance certificate including instructor-led sessions, training material, templates, and refreshment. Participants desiring internship or mentorship in this area could be considered for inclusion in our hands-on field experience and scenario simulations.

Document Handling & Digitization Analyst (DHDA)

Master a Practical Approach to Implementing End-to-End Records Management – Mitiget's Certificated Training Course



Schedules:

CALL TO BOOK YOUR SEAT

We also customize training for group participation on or off site.

Who Should Attend:

- Operations, Control and Risk Managers, Records Managers or consultants involved in Records Management,
- Expert advisors seeking to master the implementation of a management system for Records,
- Individuals responsible for maintaining compliance for documentations requirements, compliance officers, etc.

RC 1409677



Mitiget partners with PECB to deliver certification on record management discipling using a world standard. ISO 30301 Lead Implementer training enables you to develop the necessary expertise to support an organization in establishing, implementing, managing and maintaining a Management System for Records (MSR) based on ISO 30301. During this training course, you will also gain a thorough understanding of the best practices of Management Systems for Records and be able to provide consistent services through a reliable, up-to-date and properly managed records system. After mastering all the necessary concepts of Management Systems for Records, you can sit for the exam and apply for a “PECB Certified ISO 30301 Lead Implementer” credential. By holding a PECB Lead Implementer Certificate, you will be able to demonstrate that you have the practical knowledge and professional capabilities to implement ISO 30301 in an organization.

Course Duration & Agenda

- Day 1: Introduction to ISO 30301 and initiation of a MRS
- Day 2: Plan the implementation of a MSR
- Day 3: Implementation of a MSR
- Day 4: MSR monitoring. measurement, continuous improvement and preparation for a certification audit
- Day 5: Certification Exam

Cost, Scheduled Dates and General Information

The cost covers the training and certification fees including instructor-led sessions, the exam price, Training material and practical examples, in case of exam failure, you can retake the exam within 12 months for free. Refreshment is also served during the period.

Schedules

CALL TO BOOK FOR YOUR SEAT

We also customize training for group participation.

Who Should Attend:

- Operations Team, Control Team, Risk Managers, Records Managers or consultants involved in Records Management,
- Expert advisors seeking to master the implementation of a Management System for Records,
- Individuals responsible for maintaining conformance with MSR requirements, MSR team members, Compliance Officers, etc.

PECB Certified ISO 30301 Lead Implementer

Master the implementation and management of Management Systems for Records (MSR) based on ISO 30301



GET AHEAD & STAY AHEAD IN YOUR CAREER

with specialized training courses + certifications in collaboration with our partners

<p>Microsoft</p> <p>MS Excel – Advanced Course</p> <p>MS PowerPoint – Advanced Course</p> <p>MS Word – Advanced Course</p>	<p>PECB</p> <p>Governance, Risk & Compliance</p> <p>InfoSec Management</p> <p>IT Security</p> <p>Continuity, Resilience & Recovery</p>	<p>ISACA & ISC2</p> <p>ISC2 - CISSP</p> <p>ISACA - CISA</p> <p>ISACA - CISM</p>
<p>EC-Council</p> <p>C CISO</p> <p>CEH</p>	<p>Security Awareness & Education</p> <p>We deliver performance-based security awareness and education to help build security culture/ consciousness in your people.</p>	

We also design and implement custom awareness and education courses as well. We deliver On/Off-Site, On-Demand/Scheduled, and One-On-One courses. Send us your training needs today or contact us to book your seat!

For more information and detail of courses, please check our website: www.mitiget.com.

GET PROFESSIONAL DOCUMENTATIONS TOOLKITS TODAY

We develop and consult on professional documentations and reporting templates such as Policies and Procedure, Frameworks and Security Logs, Risk Register and Board’s Risk Reporting Templates/Toolkits.



CSO Toolkit	CRO Toolkit	CISO Toolkit	IS Awareness Kit	ArchivePro	Safety & Fire Equipment

Reach out to us today to discuss your needs

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