



Training

Information Governance

Learn a systematic approach to improve access to information, reduce costs, and meet legal/regulatory requirements.

Course Benefits and Objectives

The volume, variety, and velocity of organizational information is changing the game for governance and compliance. Applying a paper paradigm of policies and processes no longer works -- and it certainly doesn't scale. Governance functions must now be automated, and focus as much on defensible disposition as on retention; as much on data extraction as data archiving.

AIIM's Information Governance course is founded on these best practices to provide you with a systematic approach for managing information assets and ensuring regulatory compliance. The information is applicable across all industries and is independent of any particular technology or vendor solution.

Your Learning Options

The Information Governance course is comprised of 10 modules that may be purchased individually or as a complete package leading to the AIIM Information Governance Practitioner designation that is earned upon successful passing of the exam. Once purchased, the course module(s), supporting materials, and exam are accessible online and on demand from AIIM's training portal for 6 months. Upon occasion, this course is also offered in a live, instructor-led virtual classroom format. Our enrollment page at aiim.org/training will indicate when/if such a class has been scheduled.

This course is ideal for...

IT, compliance officers, legal staff, records management personnel, archivists, consultants, and other information professionals who are planning to establish or improve your information governance program. You'll acquire the necessary skills to:

- Design a pragmatic framework for managing information assets
- Improve how information is captured, shared, accessed, stored, and disposed of
- Reduce storage and legal costs
- Save time and money through greater interoperability and standardized components
- Ensure legal and regulatory compliance



What our Students Say...

"AIIM's courses not only impact businesses, but can help graduates become more efficient and effective in information management at home. The content in the various modules is very versatile and practical in its potential applicability. Even company and department heads should educate yourselves to properly supervise those with whom you may contract to do a job in this field. It is one step you can take to protect your investment."

– Rachael Guzman De Vlught, Ministry Of Social Development in Trinidad and Tobago

"AIIM certification and/or training is preferred."

– as seen in job post for Senior Document Content Management Analyst in Englewood, CO

"Solid Business and Financial acumen; CDIA, MCSC, ITIL and AIIM certifications a plus."

– as seen in job post for Outside Sales Account Executive, Technology Business Development at Ricoh



Download
FREE "How To" Guides
aiim.org/howtoguides

AIIM is the global community of information professionals. We provide the education, research and certification that information professionals need to manage and share information assets in an era of mobile, social, cloud and big data. Visit aiim.org.

AIIM Professional members always enjoy a 10% discount on the lowest advertised prices.

aiim.org/training

The Course Modules

■ **Module 1: Management Program (MP) for Information Management – Understanding the Context**

- How to conduct a Maturity Assessment and develop a policy accordingly
- How to identify and prioritize business, legal and other requirements (compliance)
- How to conduct a risk profile, assessment and mitigation (risk management)
- How to get management commitment and executive sponsorship

■ **Module 2: MP for Information management – Planning**

- How to address risks and opportunities
- How to build a program roadmap by management objectives
- How to define metrics

■ **Module 3: MP for information management – Support**

- How to ensure that adequate resources are provided
- How to establish competencies for roles
- How to increase awareness and improve training, communication and proper documentation

■ **Module 4: MP for information management – Operations**

- How to carry out operational planning and control including security & privacy
- How to establish and use analytics
- How to manage the lifecycle of data and information

■ **Module 5: MP for Information management – Performance Evaluation**

- How to monitor, measure, and analyze programs for continuous improvement
- How to carry out an internal system audit
- How to address nonconformity control and corrective actions

INFORMATION GOVERNANCE COMPONENTS

■ **Module 6: Information Governance – Components/1**

- How to carry out high level activities for records and lifecycle management
- How to carry out high level activities for data quality
- How to carry out high level activities for data security and privacy

■ **Module 7: Information Governance – Components/2**

- How to carry out high level activities for Big Data
- How to carry out high level activities for Mobile and Cloud Computing
- How to carry out high level activities for Social Media

INFORMATION GOVERNANCE TECHNOLOGIES AND INSTRUMENTS

■ **Module 8: Information Governance – Associated Technologies/1**

- How to use Content Management (including CMS, WCM and ECM)
- How to use Document Management (including scanning and imaging)
- How to use Records Management (including EDRMS and physical records management)
- How to use Digital Asset Management (DAM)
- How to use Email Management (and archiving)

■ **Module 9: Information Governance – Associated Technologies/2**

- How to use Archive Management and Business Process Management
- How to use Search (including enterprise search and federated search)
- How to use eDiscovery and eDisclosure

■ **Module 10: Information Governance – IM Instruments**

- How to develop a taxonomy and metadata model
- How to develop a security classification scheme

Register for online, virtual, or in-person training today.

Course pricing, detailed curriculum, and enrollment are just a click away.

Visit aiim.org/training

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