



## This course is ideal for...

IT, compliance officers, legal staff, records management personnel, archivists, consultants, and the 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

# 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 multiple topics leading to the Specialist in Information Governance designation that is earned upon successful passing of the exam. Once purchased, the course topics, supporting materials, and exam are accessible online and on demand from AIIM's training portal for 6 months.

## Feedback:

*"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."*

- Rachel Guzman De Vlugt,  
Ministry of Social Development  
in Trinidad and Tobago

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

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

*"AIIM certification and/or training is preferred."*

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

## Specialist in Information Governance

- **How to Demonstrate the Value of an Information Governance Program**  
Understand the context of the organization; identify business, legal and other issues. Define the scope of the program; get management commitment; develop a policy; and, establish roles and responsibilities.
- **How to Determine the Roles and Responsibilities**  
Define the issues involved in carrying out operational change; understand the concept of data and information "stewardship"; define the leadership and supporting roles required for information management; and understand a framework for evaluating and understanding information risk.
- **How to Determine the Necessary Information Governance Technologies - BPM**  
Understand the types of workflow and process management; improve access to information with search, taxonomy and navigation; understand the use and importance of analytics; and consider how to utilize and maximize archiving.
- **How to Determine the Necessary Information Governance Technologies - ECM**  
Understanding metadata and taxonomies to manage content; integrate digital asset management into a governance plan and consider the roles of records and email management.
- **How to Gain Support for an Information Governance Program**  
Gain support for the IG program; develop IG program communication strategy; develop IG program training strategy; and, increase competencies of staff.
- **How to Measure the Performance of an Information Governance Program**  
Measure IG program performance; conduct monitoring and auditing; hold senior management reviews of IG program; and drive continuous improvement.
- **How to Plan a Taxonomy and Metadata Model for Information Governance**  
Understand how to develop taxonomy, metadata and security models.
- **How to Plan an Information Governance Program**  
Learn how to carry out program planning; build a program roadmap; and set objectives and measurements.
- **How to Plan for Big Data, Mobile, Cloud and Social Media**  
Carry out high level activities for big data; undertake high level activities for mobile; conduct high level activities for cloud; and take on high level activities for social media.
- **How to Plan IG for Improving Information Lifecycle Quality, Security and Privacy**  
Conduct high level activities for records and lifecycle management; carry out high level activities for information quality; and undertake high level activities for information security and privacy.

**Register for online or in-person training today.**

Details and enrollment are a click away. Visit [datacentrix.co.za](http://datacentrix.co.za)

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