

SAMPLE-TRAININGS

„Information Governance“

Possible modules and topics

Organiser *Competence Center Records Management*

Target audience Management (IT), subject matter experts (information managers, document managers, records managers, data stewards, archivists) project and program managers, legal experts responsible for compliance, sales-teams in the domains of information management and imaging (scanning, capturing), experts from related disciplines (quality, e-discovery, architecture, risk management, business continuity management etc.)



Time and costs of trainings vary depending on number of participants and requirements (1-3 days); we are flexible for specific requirements.

Trainings are aimed to managers and experts who are facing practical governance issues and challenges within their organisations, albeit by personal concerns of from the perspective of the enterprise.

After a basic introduction participants may already bring in their problems and questions which they have communicated prior to the course. A follow-up course may treat further aspects to more detail which were possibly raised during the course and put into a parking lot.

Single modules/topics or a full package may be booked according to customer needs

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Modules

1. Basic elements and building blocks of Information Governance (IG)
2. IG-Assessments, implementation methodology MATRIO (KRM maturity model and other methods (e.g. GARP, incl. case studies)
3. How to setup an IG/IM strategy and roadmap? incl. business case for IG - ROI).
4. IG program management and metrics
5. Lifecycle management and records management
6. Legal & compliance, data protection, privacy

7. Other related disciplines (archiving, IT risk & compliance, IT-Audit, risik management, enterprise architecture, eDiscovery, eMail management, business continuity mgmt, information security awareness, change management & communication)
8. Case by case we may either offer industry specific areas (pharma GxP / CSV, banking & finance, insurance)

Learning objectives

- **Practice oriented know-how:** You are able to understand the meaning and importance of governing business information based on your corporate culture and needs. You are able to position information as a corporate asset by pragmatically analysing and assessing your requirements appropriately within your information management scope. You get to know the necessary market environment (vendors) and further opportunities how to gain additional know-how zu erwerben (certifications).
- **Assessment and implementation:** You are able to correctly assess the maturity level of information management & governance within your organisation incl. identifying required actions in terms of program roles. Based on the learned methods and tools you will be able to judge and harness the potential synergies of a an IG-initiative and start corresponding projects or programs.



Mod- ule-Nr.	Topics / content	Chapt. IG- Guidance
1	Current challenges of IM/IG, experienced IG-approaches, Questions and goals, certifications, standards, first IG experience from practice	1.3-1.5 2.1-2.4 2.6
2	Implementation methodology MATRIO® with examples (IG-assessments incl. GARP), top-down or bottom-up assessments	2.5, 4.2
3	Basics IM, information elephant IG/IM strategies and procedures, technologies (cloud-principles), IM-strategy examples	4.4 & IM-guidance
4	Lifecycle & records management, document management, basics ECM/EIM, GEVER basics, eCH Standards, ECM market (vendors)	4.3 +
5	Legal & compliance, data protection, privacy	3 & RIM
6	Mutual agreement on a customised training	eg. 4.7
7	Regulatory requirements (FDA, EMEA, other authorities, CSV/GxP, eHealthCare (case study)	4.5 and others

Methods

Lectures with discussion, exercises, team works , case studies, audio visual productions

Language	german or english
Preconditions:	Practitioners guide Information Governance (2015) Practitioners guide Records Management (2008) - german only Information Management Strategy (Guide 2009)
Instructors	Experts from KRM (see Website) <ul style="list-style-type: none">• Daniel Burgwinkel, Jürg Hagmann, Peter Neuenschwander, Daniel Spichy, Bruno Wildhaber
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