

RIM & ICT Professionals Leadership Workshop

Practical skills, tools and strategies to drive efficiency, increase capability and achieve professional success in Records, IM & ICT

EXPLORE

- Sharpening your skills and capabilities to become an effective Records, Information Management and ICT leader
- Navigating challenges and leading through the complexity revolving Records, Information Management and ICT
- Stepping up from a technical IM specialist to become an analytical and strategic business enabler
- Practicing effective communication strategies to break down complex processes in IM and ICT transformation
- Driving and leading effective IM and ICT transformation that aligns with business goals
- Fostering collaboration and partnering with teams to achieve successful business outcomes
- Understanding, creating and delivering a seamless user experience
- Progressing through incremental IM and ICT change projects and continuous improvement

EXPERT FACILITATOR



> **Kate Fuelling**
Digital Excellence Consultant
Kate Fuelling Consulting



21 & 22 February 2019
Melbourne Convention and Exhibition Centre



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RIM & ICT Professionals Leadership Workshop

BACKGROUND

The evolution of technology-driven data and IM systems is reinventing the role of RIM, and ICT professionals. While traditionally seen as the custodian of company records, RIM and ICT professionals now need to go beyond ensuring IM compliance and security to lead transformation and provide strategic and analytical foresight for business growth. On top of having technical knowledge and competence, they must hone broad leadership skill-sets that include driving change management, stakeholder communication, enhancing team collaboration, as well as delivering innovation and IM project excellence.

This practical workshop is specifically designed to prepare the next generation of RIM and ICT leaders for future challenges and potential growth. Focusing on the leadership essentials for RIM and ICT career success, delegates will learn practical tips, tools and strategies to ride the tides of disruptive change and deliver expert solutions for robust business outcomes.

INTRODUCING YOUR FACILITATOR



Kate Fuelling
Digital Excellence Consultant
Kate Fuelling Consulting

Kate Fuelling is an information management specialist, author, optimist and the founder of Kate Fuelling Consulting. Her purpose in life is to lead with courage, fun and respect. After many years in the information management industry, Kate founded her consulting business in 2014 in response to the frustration she felt when constrained within organisational 'that's how we do things around here' approach. Instead of accepting the status quo, she chose to build a business out of questioning it. Kate Fuelling Consulting is a consultancy working towards a world where information, technology and processes integrate seamlessly to create extraordinary knowledge for the benefit of humankind.

Whilst holding several information, business, process and project management qualifications, her greatest strengths when presenting to an audience are her beliefs that we should all contribute more, not just create more. Kate thrives on sharing her passion for realistic, useful digital information management solutions through fun, engaging workshops with a serious message.

WHO WILL ATTEND

- Records Management
- Information Management
- Knowledge Management
- IT / IM Systems Management
- EDRMS Projects
- Document Control
- Archives Management
- TRIM Administration
- SharePoint Administration
- Business / IT Services
- IT Change Management
- ICT Strategy and Planning
- ICT Projects / Program Office
- Information Strategy and Technology Services
- Information Management / Strategy Division
- ICT / IM Consulting
- Network Infrastructure
- Enterprise Architecture
- Systems Administration
- Digital Systems
- Knowledge / Records Management
- Senior ICT / Software Vendor Executives
- Women's Leadership Programs Managers
- Business Analytics / Business Intelligence

TRAINING DELIVERY

This workshop will be delivered using a three tiered approach. The structure of each session is as follows:

1. Technical overview and review of research into the topic area under discussion
2. Practical application of management principles in the review of case studies, worked examples and interactive exercises
3. Discussion of outcomes and implementation issues

PRE-COURSE QUESTIONNAIRE

Workshop participants will have the opportunity to include comments and questions about issues outlined in the program by way of a pre-course questionnaire. This feedback will enable the course facilitator to adjust content accordingly. The workshop has limited places to allow for customisation, greater interactivity and for individual concerns to be addressed.



VALUE PLUS DISCOUNT

Receive \$500 off registration if you register and pay by 18 September 2018



SUPER SAVER DISCOUNT

Receive \$300 off registration if you register and pay by 30 October 2018

RIM & ICT Professionals Leadership Workshop

Day One

Enhancing leadership skills

- How RIM and ICT is evolving and how you can prepare for future challenges of disruptive change
- The importance of developing strong leadership skills
- Essential leadership qualities
- Understanding professional strengths and working together

Transitioning from an IM specialist to become a strategic business enabler

- Growing beyond technical capabilities to develop analytical, strategic thinking and problem-solving skills
- Reflecting on your leadership style and drawing on your unique strengths
- What does 'great' or 'authentic' leadership mean to you?
- Building your influence as leader

Developing effective communication skills

- Breaking down complex jargons and processes to communicate effectively with non-IM business peers
- Providing clear direction and strategic goals
- Practical communication strategies to gain management buy-in
- How to demonstrate and present the ROI value of your IM project

Establishing networks and connection for IM and ICT project success

- Identifying and understanding the internal and external stakeholders that you work within a Records and Information Management environment
- Practical approaches to build better connection, collaboration, and how to facilitate co-creation
- Supporting and partnering with others to achieve greater efficiency and productivity

Day Two

Leading IM and ICT transformation

- Understanding how businesses are evolving and the impact to the existing IM and ICT structures in your organisation
- Aligning your IM and ICT transformation plan with the growing business needs
- Creating and leading an integrated IM and ICT approach – Navigating the common challenges
- How to drive incremental changes that lead to bigger transformation

Developing skills for change management and leadership

- Leading an IM change project – what is required, what works, what doesn't and how to avoid the pitfalls
- Be aware of the risks involved
- Breaking down silos in an IM change management project

You as a change leader and enabler

- Communicating change effectively and in a timely manner
- Practical ways to approach resistance to change
- Managing difficult conversations
- Providing consistent messages around the visions and goals of your IM and ICT transformation plan

Digital by design - creating and delivering a seamless user experience

- Users don't understand systems – Understanding IM and ICT from the users' perspective
- Embedding continuous improvement in your IM and ICT change project
- Building momentum through your project that facilitates future change
- Supporting an organisational culture that welcomes innovation and change

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Your Investment

Options (per person)	Value Plus Rate*** Register and pay by 18 September	Super Saver Rate** Register and pay by 30 October	Early Bird Rate* Register and pay by 18 December	Standard Rate
Qty _____ Workshop	\$2495 + GST = (\$2744.50)	\$2695 + GST = (\$2964.50)	\$2795 + GST = (\$3074.50)	\$2995 + GST = (\$3294.50)
Discounted off standard rates :	Save up to \$500	Save up to \$300	Save up to \$200	

TOTAL incl GST

Conditions: Group Discounts apply for bookings made simultaneously. Only one discount applies. Group discounts apply to standard rates only. Group discounts are not applicable to Value Plus, Super Saver and Early Bird rates. Discounts cannot be applied retrospectively and must be claimed at the time of booking. Liquid Learning Group reserves the right to have sole discretion on an organisation's eligibility for discounts.

Note: Course materials, refreshments & lunches are included. Travel and accommodation are NOT included. Registration Options are per person only.

All Prices listed in Australian Dollars

	Group Discounts Available:	10% off Standard Rate Team of 3 - 4	15% off Standard Rate Team of 5 - 7	17% off Standard Rate Team of 8 +		In-house Training Available:	Do you have a team of ten or more people requiring this training? If so, it may be more cost effective for Liquid Learning to bring the training to you. Contact us to discuss your needs today.
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