

INFORMATION MANAGEMENT STRATEGY WORKSHOP

DRIVE PERFORMANCE, INCREASE EFFICIENCY & DEVELOP A STRATEGY TO TAKE IM TO THE NEXT LEVEL

CLIFTONS WELLINGTON
26 & 27 NOVEMBER 2019

CLIFTONS AUCKLAND
3 & 4 DECEMBER 2019

EXPLORE

- ▶ The changing role of IM
- ▶ Latest trends, issues & potential impacts
- ▶ Explore the role of Information governance
- ▶ Business requirements & challenges addressed by IM
- ▶ Ensure full ROI on enterprise-wide systems & tools
- ▶ Develop an Information Roadmap
- ▶ Key steps to translate the IM strategy into action
- ▶ Data, social media & the cloud
- ▶ Adhering to legislative & regulatory requirements
- ▶ Implementing workforce development strategies

EXPERT FACILITATOR



Kerri Siatiras
Information & Records
Management Consultant
Siatiras Consulting Ltd

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ABOUT THE EVENT

With new technology, platforms, and practices to navigate, IM is critical to your organisation's success. As the business environment continues to transform, you must ensure you have the necessary skills to remain relevant and keep pace with a world of change.

The way information is captured, stored, analysed, integrated, and made available has shifted, allowing you to leverage new technologies. But to implement a successful IM strategy, you first need to get the senior executive on board for the journey. Build a compelling business case for your IM roadmap, demonstrate tangible benefits from technological and HR investment, and determine the value proposition for implementing new IM systems, tools, and practices.

Make sure you have a seat at this intensive two-day masterclass to access the latest thinking and practical approaches to develop and implement an IM strategy. Walk away with the tools and techniques that will enable the development of a business-driven strategy, achieve senior-level buy-in, and support user adaptation to new policies and systems.

TRAINING DELIVERY AND PRE-COURSE QUESTIONNAIRE

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

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.

DAY ONE

DETERMINE INFORMATION MANAGEMENT (IM) REQUIREMENTS AND STRATEGIC DIRECTION

Module 1 - Explore the changing role of Information Manager

- ▶ Latest trends, issues and potential impacts facing Information Managers
- ▶ Working cross-functionally with other disciplines such as Information Architecture, IT Operations, Data Management, Business Intelligence
- ▶ Explore the role of Information Governance

Module 2 - Business requirements and challenges addressed by IM

- ▶ Determine the state of IM in your organisation
- ▶ Business drivers for improved IM
- ▶ Links between business and information requirements
- ▶ Challenges and issues to mitigate risk and maximise competitive advantage
- ▶ Assess the value IM adds to the organisation
- ▶ Key foundations to ensure complete return on investment on enterprise-wide systems and tools
- ▶ Identifying key information assets

Module 3 - Developing an effective IM strategy

- ▶ Governance processes to sustain the future of your IM strategy
- ▶ Matching strategy to your business needs
- ▶ Communicate your strategy internally to emphasise the importance of good IM
- ▶ Steps to translate the IM Strategy into action
- ▶ Making change management work to your advantage
- ▶ Develop an Information Roadmap to better deliver the output over time

Day One Action Plan:

Developing an Information Strategy Plan for your organisation

WORKSHOP SCHEDULE

- 8.30 - 9.00 Registration
- 9.00 - 10.40 Session One
- 10.40 - 11.00 Morning Tea
- 11.00 - 12.30 Session Two
- 12.30 - 1.30 Lunch
- 1.30 - 3.00 Session Three
- 3.00 - 3.20 Afternoon Tea
- 3.20 - 4.30 Session Four
- 4.30 Close of Workshop

DAY TWO

IMPLEMENT A BUSINESS-DRIVEN IM APPROACH

Module 4 - Data, social media and the cloud

- ▶ Big buckets of big data – managing volume
- ▶ Data Management vs IM
- ▶ Overcome the impact of volume on traditional IM approaches
- ▶ Impacts of social media on IM disciplines
- ▶ Good policy and practice to effectively manage social media to your advantage
- ▶ Managing your organisation's information in the cloud
- ▶ Adhering to legislative and regulatory requirements
- ▶ Understand changing technology and business factors

Module 5 - Skillsets to meet today's IM challenges

- ▶ Capacity, capability and competence – getting the balance right
- ▶ Specialist expertise vs employability skills
- ▶ Benefits of implementing workforce development strategies
- ▶ Supporting staff and teams to embrace changing IM needs

Day Two Action Plan:

Developing a 90-day action plan

YOUR FACILITATOR

Kerri is a self-employed information and records management consultant, with over 25 years of experience. Kerri has wide experience in both the private, public and local authority sectors providing consulting and coaching services for strategy development, policy and procedures, business classification systems, records disposal, electronic document and records management and more. Kerri was part of the SWIM Ltd team that developed the international award-winning ALGIM IM Toolkit. She was recently awarded the New Zealand 2019 RIMPA Outstanding Professional Award.



Kerri Siatiras
Information & Records
Management Consultant
Siatiras Consulting Ltd

WHO WILL ATTEND?

Delegates from Private Sector, Education, Public Sector and Local Government Sector in roles spanning:

- ▶ Director / Manager Information Management
- ▶ Chief Information Officer
- ▶ Knowledge Manager
- ▶ Information / Records Manager
- ▶ Information Security / Governance
- ▶ Information Services
- ▶ IM Consulting

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.

+64 9 927 1500
registration@liquidlearning.co.nz

Information Management Strategy Workshop

Cliftons Wellington
26 - 27 November 2019

Cliftons Auckland
3 - 4 December 2019

Booking Form

Event Reference: NGIM1119Z - W
Priority Code: I

Registration Information

Organisation Name				
Address		Suburb	State	Postcode
Booking Contact Information				
Title	Full Name	Position	Email	Phone

Delegate Information

#	Title	Full Name or TBA	Position	Email	Attendance Date/s
1					<input type="checkbox"/> Wellington <input type="checkbox"/> Auckland
2					<input type="checkbox"/> Wellington <input type="checkbox"/> Auckland
3					<input type="checkbox"/> Wellington <input type="checkbox"/> Auckland
4					<input type="checkbox"/> Wellington <input type="checkbox"/> Auckland
5					<input type="checkbox"/> Wellington <input type="checkbox"/> Auckland
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8					<input type="checkbox"/> Wellington <input type="checkbox"/> Auckland
9					<input type="checkbox"/> Wellington <input type="checkbox"/> Auckland
10					<input type="checkbox"/> Wellington <input type="checkbox"/> Auckland

Your Investment

Options (per person)	Super Saver Rate Register and pay by 9 October	Early Bird Rate Register and pay by 30 October	Standard Rate
Qty ___ Workshop	\$1995 + GST = (\$2294.25)	\$2495 + GST = (\$2869.25)	\$2795 + GST = (\$3214.25)
Discounted off standard rates :	Save up to \$800	Save up to \$300	All Prices listed in NZ Dollars

Group Discounts Available:	10% off Standard Rate Team of 3 - 4	15% off Standard Rate Team of 5 - 7	20% off Standard Rate Team of 8 - 9	25% off Standard Rate Team of 10+
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TOTAL incl GST	
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Note: Course materials, refreshments & lunches are included. Travel and accommodation are NOT included. Registration Options are per person only.



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SWIFT Code: WPACNZ2W

Amount
Please quote ref NGIM1119Z - W and registrant name

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Authorising Manager's Details: This registration is invalid without a signature

Name	Position	Phone
Email	Signature	Date

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