

## This course will help you to...

- Demonstrate your understanding of the “big picture” of information management
- Guide your organization to better business outcomes
- Keep your information management skills competitive and current
- Enhance your value to employers and clients

## This course is ideal for...

IT, business analysts, records managers, business unit managers, or anyone who needs to ensure their organization manages information as their most important asset.

# Foundations of Intelligent Information Management

Learn the skills to navigate a path through the rising tide of information chaos.

## Benefits and Objectives

Every organization in the world is on, or should be on, a Digital Transformation journey. How effectively you navigate this journey relies on how adept your organization is at combating the rising tide of information chaos. This requires new strategies and skills that extend beyond traditional ECM. We call this modern approach Intelligent Information Management.

Organizations that manage their information more effectively enjoy reduced costs, faster time to market, increased revenues and cash flow, and increased business agility. They also safeguard their customers' and constituents' privacy and ensure compliance with regulatory compliance.

But it takes more than deep knowledge of a particular process or technology. Intelligent Information Management is broader than records management, or information governance, and broader than any single technology or solution provider. Rather, it requires organizations to consider their information management processes more holistically, with a focus on business outcomes. And it requires information professionals who can guide their organizations to those outcomes.

In this course, you will learn the foundations of Intelligent Information Management. Together, we will explore how your role as an information professional is critical to accelerating business activities, enriching customer experiences, and improving operational agility.

You will learn how to:

- Create and Capture Information
- Extract Intelligence from Information
- Digitalize Information-Intensive Processes
- Automate Governance and Compliance
- Implement an Information Management Solution

The Foundations of Intelligent Information Management Workshop was designed as a primer for the Certified Information Professional exam. For attending, you will receive the CIP Study Guide and a voucher for one free CIP exam registration.

The Foundations of Intelligent Information Management course is available in two formats:

- Private courses. You provide the venue, we provide the materials.
- Online self-paced. Ideal for students who can't get out of the office or don't have travel budget.

Volume discount rates are also available. For more information on pricing and availability please contact [sales@aiim.org](mailto:sales@aiim.org)

## Feedback:

*"The Foundations of Intelligent Information Management class was very relevant...to our current needs. We will be utilizing the information learned with our new ERM system. I would highly recommend this class!"*

- Charlene Marth, Compliance Director, Doyon Limited

# Foundations of Intelligent Information Management

The Foundations of Intelligent Information Management course covers the entire body of knowledge for Intelligent Information Management. The course was updated in 2019 to address key developments in information management, including robotic process automation, analytics and AI, and privacy and data protection. The course is technology- and vendor-neutral and based on global information management best practices.

Students learn through lecture, discussion, activities, and exercises. Course topics include:

### Creating and Capturing Information:

Multi-channel capture, document management, collaboration, content migration, knowledge management

### Extracting Intelligence from Information:

Metadata, taxonomies, data recognition, extraction and standardization, analytics, machine learning, and AI, search

### Digitalizing Information-Intensive Processes:

Business analysis, business process management, robotic process automation, case management

### Automating Governance and Compliance:

Information governance, records management, information security, privacy and data protection, eDiscovery, digital preservation

### Implementing an Information Management Solution:

Information management strategy, the business case for information management, business requirements, system design and implementation, change management

**Register for this class today.**

Visit <https://www.aiim.org/iim>

**Have a question or need help? Our education counselors are standing by.**

**Phone:** 1 (301) 587-8202 **Email:** [sales@aiim.org](mailto:sales@aiim.org)