

AIIM First Canadian Chapter is excited to offer four educational workshops in 2015 that will provide your organization with the building blocks to better manage your content. Delivered by industry specialists within leading ECM firms, these sessions will provide valuable insight to common challenges faced by organizations like yours, best practices on how to address, and steps to get there.

**This is the third workshop in the four-part series, which will be presented by Brendan Reid, on Shared Drive Cleanup & Migration.**

From network utility software vendors to your friendly neighbourhood guru, everyone has an opinion on cleaning up network drives. Many hours, even years can be lost to misappropriated efforts leaving you feeling like you have been plugging the wrong side of the dam.

To be successful, we must look at the root cause of the problem as well as creating well defined criteria for document management success. Every organization has suffered or is currently suffering the inefficiency of shared drives, whether they admit it or not. With so many people in the same situation there is no need to suffer alone.

Attend this session to explore existing resources and lessons learned. Whether your destination is a DoD 5015 certified environment or a vanilla SharePoint instance, the records and governance perspective must play an influential role to successfully move your organization to a more sophisticated level of document and records management that all knowledge workers deserve.

### PROGRAM INFORMATION

Date: Wednesday, March 25, 2015

Registration: 8:00 – 9:00 a.m.

Seminar: 9:00 - 10:15 a.m.

Networking: 10:15 - 10:45 a.m.

Location: The National Club, 303 Bay Street, Toronto, Ontario

Cost per Workshop: \$35 AIIM Members / \$45 Non-AIIM Members

DRESS CODE: The National Club requires business casual dress. No jeans, runners, shorts or logo golf shirts are allowed.

To register, please [click here](https://aiimmar252015.eventbrite.ca) or cut and paste this link: <https://aiimmar252015.eventbrite.ca>

### Brendan Reid

Brendan has been an end user, trainer, software vendor and trusted information management adviser to national government departments and global corporations across Europe and North America.

During this time he has garnered an understanding of how technology clouds Information Governance efforts. He has seen first-hand how the most successful path is by building trust in your program through stakeholder participation.

**Not yet an AIIM member? [Sign up](#)** to become a member and please don't forget to reference "FIRST CANADIAN" during sign up.

**Workshop Four – Metadata and Taxonomies for Organizing Your Content – Wednesday, April 22, 2015**