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.

Join us for the whole series!

Workshop One – Five Steps to Building an Effective ECM Strategy – Wednesday, January 28, 2015

Enterprise Content Management (ECM) technologies and business solutions enable organizations to manage their unstructured information and take advantage of enterprise information to gain better business insights, create positive business impacts, increase process velocity, reduce risks related to information governance, and protect intellectual property from internal leaks and external threats.

Often organizations dive head first into technology implementations without understanding their overall objectives, roadmap, or how they will measure success. Whether you are at the beginning of your ECM journey or are mid-stream and wish to pause and re-assess, this session will provide you with a best practice approach to developing your ECM Strategy.

This workshop will provide you with five key steps to successful strategic planning for ECM.

Register here: https://aiimjan282015.eventbrite.ca

Workshop Two – Establishing an Information Governance Program – Wednesday, February 25, 2015

Whether you have an emerging or out of date information governance program, any organization can benefit by leveraging an existing framework for Information Governance. No need to reinvent the wheel when your peers across North America have already invested a significant amount of time producing the Information Governance Reference Model (IGRM).

Join local practitioners to discuss common hurdles of establishing a program and techniques used to overcome objections. Hear how using an established and recognized framework builds trust and credibility into the program. This seminar will benefit any stakeholder of governance whether the goal is to educate yourself about what others are doing or looking for material to build your corporate program.

Register here: https://aiimfeb252015.eventbrite.ca

Workshop Three – Shared Drive Cleanup & Migration – Wednesday, March 25, 2015

From network utility software vendors to your friendly neighbourhood guru, everyone has an opinion on cleaning up network drivers. 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 as influential role to successfully move your organization to a more sophisticated level of document and records management that all knowledge workers deserve.

Register here: https://aiimmar252015.eventbrite.ca

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

Workshop content will be coming soon.

All workshops will be held at The National Club, 303 Bay Street, Toronto, from 8:30 a.m. to 11:00 a.m.

Breakfast will be provided.

Cost per workshop will be $35 – AIIM Member; $45 – AIIM Non-Member

Cost to attend all 4 workshops will be $120 – AIIM Member; $160 – AIIM Non-Member

When you purchase the workshop package, your name will automatically be entered in a draw to win a gift card to The Keg.

Registration will be through Eventbrite.