

# INFORMATION MANAGEMENT STRATEGY WORKSHOP

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

18 & 19  
MARCH 2020  
CLIFTONS AUCKLAND

## 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

BOOK  
AND SAVE!

**\$500**

BOOK AND PAY BEFORE  
20 DECEMBER 2019  
TO SAVE UP TO \$500

START YOUR  
LEADERSHIP JOURNEY!

Call +64 9 927 1500  
Priority Code - I

## EVENT PARTNERS



# 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

### 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

## DAY TWO

### 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

## 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

## 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

## 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

**BOOK  
NOW**

Call  
+64 9 927 1500  
[liquidlearning.com](http://liquidlearning.com)

# Information Management Strategy Workshop

18 - 19 March 2020

Cliftons Auckland

# Booking Form

Event Reference: NGIM0320Z - A

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

1  
2  
3  
4  
5  
6  
7  
8  
9  
10

## Your Investment

Options (per person)

Qty

Value Plus Rate

Register and pay by 20 December

Super Saver Rate

Register and pay by 22 January

Early Bird Rate

Register and pay by 19 February

Standard Rate

Workshop

\$1995 + GST = (\$2294.25)

\$2195 + GST = (\$2524.25)

\$2345 + GST = (\$2696.75)

\$2495 + GST = (\$2869.25)

Discounted off standard rates :

Save up to \$500

Save up to \$300

Save up to \$150

All Prices listed in NZ Dollars

Group Discounts Available:	15% off Standard Rate Team of 3 - 4	20% off Standard Rate Team of 5 - 7	25% off Standard Rate Team of 8+
----------------------------	--	--	-------------------------------------

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 Limited 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.



Credit Card

Cheque (payable to Liquid Learning Limited)

Electronic Funds Transfer

Please invoice me:

Purchase Order No. #

**Credit Card Details - Please charge my credit card for this registration:**

Card Type  Visa  MasterCard  American Express

**Note: 2% surcharge applies to American Express payments**

Card Number                 Expiry  /

CVV    Full Name as on card

Cardholder's Contact Number

Signature

X

**Electronic Funds Transfer (EFT)**

Please transfer funds directly to:  
Westpac New Zealand Limited  
Account Name: Liquid Learning Limited  
Account No: 03 0252 0863638-00  
SWIFT Code: WPACNZ2W

Amount

Please quote ref NGIM0320Z - A and registrant name

## Authority

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

Name Position Phone

Email Signature Date

X

Email this form to: [registration@liquidlearning.co.nz](mailto:registration@liquidlearning.co.nz) or Call us on: +64 9 927 1500

**Registration Policy:** If you are unable to attend this event, you may send a substitute delegate in your place at no additional cost. Please advise us of any substitutions as soon as possible. Alternatively, you may transfer your registration to another event run by Liquid Learning Limited. A 10% service fee may apply. Should you wish to cancel your registration, please notify us in writing as soon as possible and a credit note will be issued. This credit note will be valid for use at any future event held by Liquid Learning Limited in twelve months following the date of issue. Cancellation notifications received less than 14 days from the event running will receive a credit note to the value of the registration fee less a service fee of \$400 plus GST. Liquid Learning Limited does not provide refunds for cancellation. The prices above are based on one person per registration. It is not possible for multiple people to attend within any day of the event on a single registration. Split tickets, i.e. a different person attending each day of the event, can be arranged. A fee will apply. Please call us for details. Liquid Learning Limited takes all care to produce high-quality events that deliver as promised. All advertised details are correct at time of publishing. However, when circumstances

beyond our control prevail, we reserve the right to change program content, facilitators or venues. We also reserve the right to cancel or reschedule events if circumstances arise whereby the performance of the event is no longer feasible, possible or legal. Liquid Learning Limited will not be responsible for any loss or damage arising from any changes to or cancelling or rescheduling of an event. If an event is cancelled or rescheduled, Liquid Learning Limited will make every effort to contact every registered delegate. If an event is cancelled or you are unable to attend the rescheduled event, you will be issued with a credit note valid for use towards any future Liquid Learning Limited event held in the twelve months following the date of issue.

**Disclaimer:** Liquid Learning Limited has taken due care in selecting qualified professionals as its authors and course facilitators. The information provided by course facilitators is not produced by Liquid Learning Limited and should not be regarded as advice. Liquid Learning Limited accepts no responsibility for reliance on such information and recommends that its clients seek further professional advice.

**Privacy Statement:** Liquid Learning Limited is committed to your privacy. All information collected on this registration will be held in the strictest of confidence and in accordance with the Privacy Act 1988. Liquid Learning Limited will add your information to a secure database. This will be used primarily to contact you for ongoing research, product development and notice of future events and services offered by Liquid Learning Limited. Occasionally you may receive information from organisations associated with Liquid Learning Limited. If you do not wish to receive such information please tick this box:

To update or have your details deleted please advise our Database team at Liquid Learning Limited, Level 18, Huawei Centre, 120 Albert Street, Auckland 1010 New Zealand, PH: +64 9 927 1500, email: [database@liquidlearning.co.nz](mailto:database@liquidlearning.co.nz)

© 2020 Liquid Learning Limited IRD 104 - 525 - 695