



IM train-the-trainer training

Business Survey Infrastructure Component

September 22 - October 27, 2021
Wednesdays 9-11 am (EST, Jamaica)

Virtual training through MS Teams
to the Statistical Institute of Jamaica

Objective: This course prepares participants to customize and deliver information management (IM) training to national statistical organizations (NSO), based on the model presented in this course. Participants will learn the information management principles and practices required to conduct IM workshops, and to provide general advice on information management practices within NSO's. This course will also ensure that the trainers have techniques to enable them to determine how to adapt the material to suit the needs of the NSOs to which they are delivering the workshops.

Participants: Statistical Institute of Jamaica (STATIN), Statistics Canada

Week 1: IM basics

Introduction

- Administrative details
- Course overview & objectives
- Introductions

Module 1: Information Management Basics

- Definitions
- Why manage information
- Key concepts
 - Information life cycle
 - Information Management principles
 - Information value
- Starting an IM Action Plan

Homework:

Begin developing IM action plan.

Week 2: Physical records

Module 2: IM practice: paper records

- Types of physical records
- What to keep, what not to keep
- Handling sensitive information
- Managing active and inactive records

- Storing physical records
- Security of physical records

Homework:

Add to action plan: create instructions to staff on a topic covered in this module

Week 3: Emails

Module 3: IM practice -- Email

- Email challenges
- Crafting emails
- Handling emails
- Managing emails: What to keep and not to keep
- Storing emails

Homework:

Add to action plan: create instructions to staff on managing email

Week 4: Electronic records

Module 4: IM practice: electronic information (statistical data and documents)

- Organizing information
- Classification
- Folder structure and naming conventions
- File naming conventions
- Tips for managing electronic documents
- Security of electronic records
- Metadata requirements

Homework:

Add to action plan: create a plan for how to improve one aspect of how your organization manages electronic records

Week 5: Preserving and disposing

Module 5: IM practice – Preserving & Disposing of Information

- Maintain, Preserve and Protect
 - Employees' responsibilities
 - Protection concepts
 - Considerations for electronic records
 - Considerations for paper records
- Disposition
 - What is records disposition?
 - When are records disposed of?
 - Keeping a record of disposition

- Considerations for different formats

Homework:

Add to action plan: create a plan for how to improve one aspect of preserving information in your organization, or to improve how your organization disposes of information.

Week 6: Planning, Evaluation, Governance

Module 6 – Planning, Evaluation and Governance

- Planning
 - Identifying IM pain points and areas of risk
 - Identifying constraints (what you have to work with)
 - Identifying opportunities (What are the levers that can be pulled for IM)
 - Creating an action plan
 - Tracking progress / evaluation
- Evaluation
 - How to evaluate
 - Key Performance Indicators
- Governance
 - What is information governance?
 - Key considerations
 - Roles and responsibilities
 - Risk management
 - What does success look like?

Training wrap

- Administrative details
- Evaluation

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