



# Training Programs

Equip yourself as an Information Professional with AIIM Training courses. Get vendor-neutral training in technologies and global best practices for managing and using information assets.

AIIM Certificate Programs are intensive training courses that are designed by capturing the best practices from the 65,000+ information professionals that belong to the AIIM global community. AIIM Certificate Programs are available both as **classroom courses, and online self-paced learning.**

Courses are revised on a regular basis, ensuring coverage of emerging trends and fresh approaches to business and technology challenges. Instructors and curriculum developers are experienced, subject matter experts with deep domain knowledge and a passion for teaching information professionals.

AIIM Certificate programs are offered in three streams: **Practitioner, Specialist** and **Master.**

- Practitioner courses cover the business drivers, methods and tools needed to understand the content and information management landscape.
- Specialist courses cover implementation strategies, project planning, execution, testing and deployment.
- The Master designation is granted to students who complete both Practitioner and Specialist classes, as well as a practical case study exercise.

## Testimonials

"AIIM's training programs provide up-to-date, real-world knowledge that can be put to practical use immediately."

*Attendee from Alexandria, VA*

"Excellent balance of instruction, debate and workshops. Suitable for organizations at all stages of development."

*Attendee from London, UK*

"An ideal mix of strategy, technology, and organizational aspects to provide the individual with the right tools and guidance to excel in their professional careers and transfer this knowledge to the organization. An absolute recommendation to everyone ... to grow in this field."

*Attendee from The Netherlands*

"The AIIM certificate programs can help any individual in any circumstance within their organization."

*Attendee from Calgary, Canada*



## Benefits of Enrolling in an AIIM Certificate Program:

- Position yourself as a leader inside your business by enhancing your skills
- Learn global best practices for planning and implementing a content or information management project
- Discover real world solutions and best practices for challenges facing information professionals
- Learn from domain experts with real field experience who will answer your questions
- Get hands on, practical “how-to” methodologies, checklists and tips
- Increase your visibility and expand your career opportunities by achieving a highly-demanded industry designation

## Current Courses

■ Enterprise Content Management (ECM)

■ SharePoint

■ SharePoint for Collaboration

■ Electronic Records Management (ERM)

■ Capture

■ Business Process Management (BPM)

### Register for Online Courses

Find pricing, view detailed course outlines and register by visiting our training web page:  
<http://www.aiim.org/Training>

**Interested in trying out a free sample module?**

### Find an In-Person Class Near You

Locate a class, view detailed course outlines and register by visiting our training web page:  
<http://www.aiim.org/Training>

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