aiim® Training Programs

Equip yourself as an Information Professional with deep dive education from AIIM Training Programs.

Get vendor-neutral instruction on technologies and global best practices for managing and using information assets.

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

Programs 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 Training Programs are offered in three streams: **Practitioner, Specialist** and **Master**.

- **Practitioner** programs cover the business drivers, methods and tools needed to understand the content and information management landscape.
- **Specialist** programs cover implementation strategies, project planning, execution, testing and deployment.
- The **Master** designation is granted to students who complete both Practitioner and Specialist programs, 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."

Student from Alexandria, VA

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

Student 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."

Student from The Netherlands

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

Student from Calgary, Canada

aiim®
The Global Community of Information Professionals

aiim.org/training

Benefits of Enrolling in an AIIM Training 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

AIIM Training Programs

Enterprise Content Management (ECM)
Take control of your information assets.

Electronic Records Management (ERM)
Take control of your electronic records.

SharePoint for Collaboration
Use SharePoint 2010 as a collaboration platform.

SharePoint for ECM
Manage and share information on the SharePoint platform.

Taxonomy and Metadata
Optimize navigation, information discovery and findability.

Social Media Governance
Take control of your social business assets.

Business Process Management (BPM)
Improve your business processes

Capture
Capture, share and manage your business information.

Register for an Online Course or Locate an In-Person Class Near You

Course pricing, detailed course outlines, in-person course locations and enrollment are only a click away. Visit aiim.org/training

Interested in trying out a free sample module?
Need information on a private class for your colleagues or employees?

Contact us at:

Phone
North America: +1 301.755.2684
Europe: +44 1905.727613

Email
North America: training@aiim.org
Europe: angela@aiim.org.uk

Download
FREE "How To" Guides
aiim.org/howtoguides

AIIM is the global community of information professionals. We provide the education, research and certification that information professionals need to manage and share information assets in an era of mobile, social, cloud and big data. Visit aiim.org.

aiim®
The Global Community of Information Professionals