

AIIM private courses will help you to...

- Get your whole team aligned and speaking the same language
- Ensure participants have a solid foundational understanding of a given set of topics
- Prepare your team to drive effective information management

AIIM's training courses are ideal for:

IT, business analysts, records managers, business unit managers, or anyone who needs to ensure their organization manages information as their most important asset. Information management must be cross-functional to be successful.

AIIM Training for Government Agencies

Get your entire team trained on the latest information management best practices all at once and from the comfort of your own office.

Benefits and Objectives

Every organization in the world is on, or should be on, a Digital Transformation journey. How effectively you navigate this journey relies on how adept your organization is at combating the rising tide of information chaos. This requires new strategies and skills that extend beyond traditional ECM. We call this modern approach Intelligent Information Management.

Organizations that manage their information more effectively enjoy reduced costs, better responsiveness to constituents, increased revenues and cash flow, and improved business agility. They also safeguard their constituents' privacy and ensure regulatory compliance.

Did you know that AIIM offers private training classes?

If you want to learn the strategies and methodology of Intelligent Information Management and realize these benefits in your organization, AIIM can send one of its highly qualified instructors to your agency to train your staff all at once.

In addition to our thoughtful, thorough educational content, private classes offer:

- **Better control over the content.** Our modular approach to content development allows us to "mix & match" among our courses to create exactly the learning experience you want. We can even develop custom training tailored to your particular operational environment and business processes.
- **Reduced or eliminated travel cost.** In an era of reduced or frozen travel budgets and increased scrutiny of non-essential travel, having our expert instructor come to you just makes sense.
- **Flexibility in scheduling.** We can start and end the training day in conjunction with your typical workday, and schedule around holidays, standing meetings, and other scheduling conflicts. And all of our courses include access to online materials, so nobody misses out on training content.
- **Cross-functional team training.** Information management process and technology silos are far too common and inhibit effective information management practices. An AIIM private class can help to ensure everyone is on the same page and speaking the same language. Having us in-house also makes it much easier for you to include staff that might not ordinarily be able to get away for 4-5 days or who have specific areas of interest, such as IT, legal, or project managers.

Learn more or [register](#) today

Available courses and topics include:

- Foundations of Intelligent Information Management
- Certified Information Professional Preparation
- Modern Records Management
- Business Process Management
- Enterprise Content Management
- Information Governance
- Taxonomy and Metadata
- Or, we can customize the training to your unique needs!

Past custom modules have included:

- Data Protection Law & Regulation
- Working with Information Processes
- Information Management Skills in 2020

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Why choose AIIM for your training needs?

Since our founding in 1943 as the National Microfilm Association, we've been committed to helping organizations manage their information more effectively. We believe that information is your most important asset, and it needs to be leveraged and managed efficiently to support business goals and objectives.

AIIM has been delivering information management training to audiences around the world since 2006. In that time, we've delivered more than 40,000 courses covering every aspect of information management. Our courses are independent of any particular solution or solution provider and are designed to be applicable across different types of organizations and in different jurisdictions.

We have delivered private and custom training courses to public sector organizations around the world. Our clients include federal government departments and agencies, military organizations, regulatory bodies, courts, social services, utilities, and non-governmental organizations.

AIIM training courses are developed by subject matter experts with deep expertise and real-world experience. Our courses leverage industry standards and best practices from around the world and are updated regularly to take into account changes in practices, tools, and approaches.

As part of the process, we work directly with the client to identify learning objectives and expected outcomes, and then tailor the course to ensure we meet and exceed them.

Contact us today.

Details and enrollment are a click away.

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