

Information Management

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Amman (Jordan)

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Information Management

R20228782_227786 Location: Amman (Jordan) Fees: 4900 GBP

Why This Course

Information is one of the most valuable assets in any organization — shaping strategy, enabling innovation, and driving performance.

Yet, in the age of data overload, effective information management requires more than storage and retrieval — it demands structured governance, digital integration, and a culture of knowledge sharing.

The Information Management program equips participants with the principles, frameworks, and tools needed to govern, organize, and leverage information strategically.

It bridges the gap between technology, operations, and leadership — enabling participants to transform data into actionable intelligence and organizational advantage.

Through a mix of case studies, interactive exercises, and global best practices, this course empowers professionals to lead information-driven transformation within their organizations.

What You'll Learn and Practice

By joining this program, you will:

- Understand the core principles and frameworks of enterprise information management.
- Learn how to design and implement information governance policies.
- Explore data lifecycle management, from creation and classification to retention and disposal.
- Integrate digital tools, content management systems, and automation technologies.
- Apply metadata, taxonomy, and knowledge management models.
- Strengthen compliance with information security, privacy, and regulatory standards.
- Develop strategies to enhance decision-making and organizational intelligence.
- Gain practical insights from real-world information management case studies.

A graphic of a chessboard with several chess pieces (king, queen, rook, knight, and pawns) in gold and silver. The text 'UK Training' is in a small font above the word 'PARTNER' in a large, bold, black font.

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The Program Flow

Day 1: Principles of Information Management

- Defining information as a strategic organizational asset.
- The information management lifecycle: creation, storage, use, and retention.
- The role of information management in digital transformation.
- Aligning information strategy with business and technology objectives.
- Case study: Building a high-performing information management framework.

Day 2: Information Governance and Policy Frameworks

- Core governance principles — accountability, transparency, and compliance.
- Developing policies for access, ownership, and information control.
- Regulatory compliance: GDPR, ISO 27001, and data privacy acts.
- Roles and responsibilities — information custodians, owners, and users.
- Workshop: Creating an information governance policy for a global enterprise.

Day 3: Digital Systems and Technology Integration

- Enterprise Content Management ECM and Document Management Systems DMS.
- Integration of AI and automation for information classification.
- Cloud storage, collaboration platforms, and version control.
- Data interoperability and systems architecture.
- Demonstration: Implementing a digital content management workflow.

Day 4: Knowledge Management and Analytics

- From data to knowledge — creating organizational intelligence.
- Taxonomy, metadata, and knowledge repositories.
- Collaboration tools and social knowledge platforms.
- Information visualization and analytics dashboards for decision-making.
- Group activity: Designing a knowledge-sharing ecosystem for a distributed team.

Day 5: Risk, Security, and Future of Information Management

- Risk management for information loss, breaches, and obsolescence.
- Information security and disaster recovery planning.
- Emerging trends — AI-driven knowledge systems, digital twins, and predictive analytics.
- Ethical considerations in information use and data ethics.
- Final project: Developing an information management strategy for an enterprise.

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Individual Impact

- Gain strategic understanding of how to manage and govern organizational information.
- Strengthen analytical, governance, and communication skills.
- Build confidence in designing secure and efficient information systems.
- Learn to bridge technology, people, and processes for effective knowledge flow.
- Enhance career readiness for leadership roles in digital and information governance.

Work Impact

- Improve organizational efficiency through structured information management.
- Strengthen compliance and reduce risks related to data handling and privacy.
- Foster a culture of collaboration, transparency, and data-driven decisions.
- Enhance organizational agility through better access to reliable information.
- Support innovation by unlocking the strategic value of knowledge assets.

Training Methodology

This program combines conceptual frameworks, applied exercises, and real-world case studies to ensure deep learning and practical application.

Learning methods include:

- Expert-led discussions and interactive lectures.
- Workshops on information governance and system integration.
- Case studies on digital transformation and data compliance.
- Group simulations for risk and decision analysis.
- Toolkits, checklists, and templates for immediate organizational use.

Beyond the Course

Upon completion, participants will be equipped to develop and lead information management strategies that improve efficiency, governance, and business intelligence.

Graduates of this program will emerge as information leaders — capable of aligning technology and strategy to deliver value, innovation, and trust across the enterprise.

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