

TRAINING

SEMINARS, WORKSHOPS & MASTERCLASSES



Experience Matters delivers highly effective training that will equip your team with the skills they need to effectively manage your organisation's business information.

TRAIN YOUR TEAM

Experience Matters gives you access to a first class range of training programs covering all aspects of intellectual asset management.

Our consultants regularly deliver Workshops and Masterclasses to national audiences and are frequently invited to be guest speakers at conferences and industry events.

Current courses/workshops include:

- Business Information and Records Management Awareness
- Understanding Functional Classification
- Recordkeeping Fundamentals
- Business Functional Analysis
- Developing a Business Classification Scheme
- Developing a Records Disposal Schedule
- Designing a Records and Information Management Program

CLIENTS

Our clients include BHP Billiton, Origin Energy, Oil Search Ltd, City of West Torrens, City of Adelaide, City of Unley, SA Tourism, SA Water, WorkCover, Centre for Health Promotion, Adelaide Hills Community Health Service, District Council of Mount Barker, HomeStart Finance, Catholic Education and Association of Independent Schools in SA (AISSA).



NEED TAILORED TRAINING?

Experience Matters can design and deliver a training course to perfectly suit your needs and deliver it at a location that suits you.

We can also:

- Conduct a Training Needs Assessment
- Develop Training Strategies and Plans
- Develop a tailored package and training materials to suit your specific needs.

We also deliver training as part of other projects, such as EDRMS implementation.

If you need to develop a business case in order to get the go-ahead to run training for your team, Experience Matters can also help prepare and present a compelling business case to management.

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MORE COURSES

As a result of our hands-on experience and expertise, we are able to provide training in the following disciplines:

- Document management (including records): email guidelines, naming conventions, directory structures, compliance regimes, retention and disposal schedules, thesauri, metadata standards, access and security models
- Business description and functional analysis
- Business process analysis, management and improvement including Six Sigma, Lean and Kaizen
- Intellectual asset identification and mapping
- Information and knowledge management health checks, capability maturity assessments and audits
- Governance including ownership, sponsorship, custodianship and stewardship
- Strategic Information Management planning
- Investment portfolio analysis
- Principles, policies and practices development
- Architecture development at enterprise, information, application and data levels
- Supply chain management
- Workspace analysis, planning and improvement including Shrink projects
- Risk management including security, continuity, compliance and discovery
- Workforce capability maintenance
- Requirements specification, solution evaluation, recommendation and selection and contract negotiation and management
- Structured data management, including data quality, data warehousing and business intelligence
- Content management (intranets and internet) including the semantic web and usability
- Knowledge management
- Communication and cultural change
- Program, project and implementation planning, scheduling and management
- Business case development
- Benefits realisation programs
- Performance management and key performance indicators
- Business intelligence and reporting

REGISTER YOUR INTEREST

To register your interest or to find out more information about Experience Matters training, please contact Dale Chartres:

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