Information Management — Training Calendar

This calendar describes information management (IM) courses offered by the Information Management Branch, Alberta Government Services, and lists related courses offered by other ministries. Additional course offerings will be scheduled as needed. For the latest information, download this calendar from the Training section of the Information Management web site at www.im.gov.ab.ca.

The information management training offerings support the implementation of the corporate Information Management Framework and are in compliance with the records management requirements established under the Records Management Regulation.

In order to be eligible to register for information management training, you must be a Government of Alberta (GoA) employee. However, external consultants working on government projects may apply to attend the IM01 course (Introduction to Information Management in the Government of Alberta).

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IM Training Schedule-At-A-Glance			
Training Activity	**Date**	**Time**	**Location**
2007 Training Dates			
IM04: Functional Classification and Schedule Design Workshop	January 12	8:30 – 4:00	15G, Commerce Place
IM01: Introduction to IM in the GoA	January 23	8:30 – 4:00	15G, Commerce Place
IM02: Designing Records Systems Using Alberta's Modified Functional Classification Approach (MFCA)	February 5-6	8:30 – 4:00	15G, Commerce Place
IM04: Functional Classification and Schedule Design Workshop	February 9	8:30 – 4:00	15G, Commerce Place
IM03: Developing Records Retention and Disposition Schedules	February 21-22	8:30 – 4:00	15G, Commerce Place
IM04: Functional Classification and Schedule Design Workshop	March 9	8:30 – 4:00	15G, Commerce Place
IM01: Introduction to IM in the GoA	April 26	8:30 – 4:00	15G, Commerce Place
IM02: Designing Records Systems Using Alberta's Modified Functional Classification Approach (MFCA)	May 23-24	8:30 – 4:00	15G, Commerce Place
IM03: Developing Records Retention and Disposition Schedules	June 13-14	8:30 – 4:00	15G, Commerce Place
IM04: Functional Classification and Schedule Design Workshop	June 18	8:30 – 4:00	15G, Commerce Place

Who to Contact

IM and RSS courses
- Confirmation of registration
- Cancellations or substitutions

Training and Web Coordinator
Information Management Branch
Alberta Government Services
Phone: (780) 427-3959
Fax: (780) 427-1120
keith.woolridge@gov.ab.ca

RM, IRIS and GAEA courses

GoA Learning Centre
Alberta Restructuring and Government Efficiency
Phone: (780) 644-2222
Fax: (780) 422-0856
GOA.training@gov.ab.ca

Information security awareness and information risk management courses

Corporate Information Security Office
Alberta Restructuring and Government Efficiency
Phone: (780) 415-9745 or (780) 427-3726
cisco@gov.ab.ca

Freedom of Information and Protection of Privacy (FOIP) legislation training

Access and Privacy Training Specialist
Access and Privacy Branch
Alberta Government Services
Phone: (780) 415-2407
Fax: (780) 427-1120
janet.cummings@gov.ab.ca

1   Government of Alberta Information Management Training

The following courses were developed and are offered by the Information Management Branch (IMB) of Alberta Government Services.

IM01: Introduction to Information Management in the Government of Alberta

Objectives: This one-day course is designed to provide you with the fundamental concepts and management principles required to effectively manage information assets in your organization. You will learn about the relevant legislation, policy and standards, how to apply the government's Information Management Framework, how electronic information will be managed, global trends and strategies for successfully integrating information management into today's rapidly changing work environment. By the end of the course, you will also understand how you contribute to your organization's information management program and how your contribution relates to the work of other information management practitioners.

The course is designed in four modules:

1. Foundation concepts and management principles for information management:
   - What is information management (IM)
   - Linking data, information and knowledge management·
   - Reliability, authenticity, and integrity of information
   - Life-cycle management for structured and unstructured information resources
   - Developing a common vocabulary about information management

2. The Government of Alberta Information Management Framework (IMF) in Practice:
   - Understanding the principles of the IMF
   - Operationalizing the directives of the IMF
   - Making the directives real for employees

3. The Legislative, Policy, and Standards Environment:
   - The impact of Alberta and federal legislation on information management
   - Government of Alberta policies that impact on information management
   - Government of Alberta standards and practices
   - International, national and industry standards (e.g. records management, evidentiary, metadata, web accessibility, and information security standards)

4. Managing Information in the Electronic Environment:
   - Global trends in information management
   - What is electronic information management (EIM)
   - Integrating information management services
   - Information planning

Audience: Information practitioners from various professional communities who contribute to management of government information resources, including those involved in information and records management, information technology, information architecture, knowledge management, libraries, archives, web design and management, and others who are interested in a professional level introduction to information management. ***Note:*** *External consultants working on government projects may also apply to attend this course.*

IM01: Introduction to Information Management in the Government of Alberta

Pre-requisite:	None. However, the IM01 is the first in a series of courses that provide a foundation of knowledge for managing information in the GoA. As such, it is a pre-requisite for courses on records classification design (IM02) and schedule development (IM03), a functional classification and schedule design workshop (IM04) and future courses on EIM planning and implementation.
Exemption Policy:	The IM01 course is optional for members of the Information Management Advisory Committee (IMAC) and Senior Records Officers (SROs) provided that they have been regularly attending the meetings/forums sponsored by IMB, fully understand the IM Framework and the strategic IM directions of the GoA and have a base understanding of EIM and how it will change information management practices. To request an exemption from the IM01 course, e-mail karen.hesson@gov.ab.ca.
Instructor:	Karina Guy, Senior Manager, Enterprise Risk Services, Deloitte
Cost:	$165.00, plus 6% GST where applicable
Location:	15G, Commerce Place, 10155 – 102 Street, OR Windsor Room, 3rd Floor Conference Centre, Manulife Place, 10180 –101 Street (both rooms in Edmonton)
Time:	8:30 – 4:00 pm
Dates:	January 23, 2007 (Commerce Place) April 26, 2007 (Commerce Place)
Registration:	Complete the registration form at the end of this calendar and fax to 427-1120.
Contact:	Keith Woolridge at (780) 427-3959 or keith.woolridge@gov.ab.ca

IM02: Designing Records Systems Using Alberta's Modified Functional Classification Approach (MFCA)

Objectives:	This practical, two-day course is designed to provide you with the tools, knowledge and skills required to effectively and successfully design and implement a functional classification system that meets the Government of Alberta standard. This hands-on course will cover: • types of classification systems and taxonomies • an overview of the Government of Alberta functional classification approach • how to conduct a functional analysis and develop a business model • how to design a functional classification system • how to handle different types of records series – general, project, case • use of naming conventions and consistent titling practices (e.g. thesauri) • how to select numbering schemes • how to plan and manage a classification design project
Audience:	Information and records management practitioners responsible for developing records classification systems in government ministries.
Pre-requisite:	IM01: Introduction to Information Management in the Government of Alberta.
Instructor:	Gilles Legare, President, Kazzba Consulting
Cost:	$300.00
Location:	15G, Commerce Place, 10155 – 102 Street, Edmonton
Time:	8:30 – 4:00 pm
Dates:	February 5-6, 2007 (Commerce Place) May 23-24, 2007 (Commerce Place)
Registration:	Complete the registration form at the end of this calendar and fax to 427-1120.
Contact:	Keith Woolridge at (780) 427-3959 or keith.woolridge@gov.ab.ca

IM03: Developing Records Retention and Disposition Schedules

Objectives:	This practical, two-day course is designed to provide you with the tools, knowledge and skills required to effectively and successfully plan, research, and develop a records retention and disposition schedule.
	This hands-on course will cover:

- the scheduling environment in the Government of Alberta and the development and approval process
- how to conduct the legal research necessary in scheduling including external standards and practices that affect scheduling (e.g. APEGGA)
- the relationship of schedules to functional classification
- how to document the contextual information needed on a schedule
- how to determine and document the value, retention and final disposition of records series
- media considerations in scheduling
- the archival appraisal approach used in the government
- how to manage, maintain, cancel and amend schedules
- legal holds and suspension of final disposition

Note: This course will not provide instructions on how to use the Records Scheduling System (RSS). For RSS training, see section 2 of this training calendar.

Audience:	Information and records management practitioners responsible for developing records retention and disposition schedules in government ministries.
Pre-requisite:	IM02: Designing Records Systems Using Alberta's Modified Functional Classification Approach
Instructor:	Gilles Legare, President, Kazzba Consulting
Cost:	$300.00
Location:	Room 15G, Commerce Place, 10155 – 102 Street, Edmonton
Time:	8:30 – 4:00
Dates:	**February 21-22, 2007** (Commerce Place) **June 13-14, 2007** (Commerce Place)
Registration:	Complete the registration form at the end of this calendar and fax to 427-1120.
Contact:	Keith Woolridge at (780) 427-3959 or keith.woolridge@gov.ab.ca

IM04: Functional Classification and Schedule Design Workshop

N E W	*This new workshop is being developed in fall 2006. Registrations are now being accepted.*

Objectives:	This one-day, hands-on workshop will enable you to build on the knowledge and skills you acquired from the IM02 and IM03 courses. In this workshop, you will complete an in-depth review of a fictitious organization following Alberta's Modified Functional Classification Approach (MFCA) and gain practical experience in:
	• defining and designing a classification structure that outlines the functions, sub-functions, activities and records series
	• developing descriptions for the functions, sub-functions, activities and records series
	• developing a records schedule
Audience:	Information and records management practitioners responsible for developing records classification systems and schedules in government ministries.
Pre-requisite:	IM03: Developing Records Retention and Disposition Schedules
Instructor:	Gilles Legare, President, Kazzba Consulting
Cost:	$150.00
Location:	Room 15G, Commerce Place, 10155 – 102 Street, Edmonton
Time:	8:30 – 4:00 pm
Dates:	**January 12, 2007, February 9, 2007, March 9,2007 and June 18,2007**
Registration:	Complete the registration form at the end of this calendar and fax to 427-1120.
Contact:	Keith Woolridge at (780) 427-3959 or keith.woolridge@gov.ab.ca

2 | Records Scheduling System (RSS) User Training

The Records Scheduling System (RSS) is a web-based application that captures Records Retention and Disposition Schedule information. It manages the workflow between the various stakeholder groups involved in creating or approving schedules. All information related to a schedule is retained in RSS including the archival appraisal, opinions, signatures, scanned external documents or electronic document files. The Information Management Branch, Alberta Government Services, offers two RSS courses.

RSS Schedule Creator Training	
Objectives:	In the session you will learn about: • searching for schedules in RSS • schedule creation data entry requirements • requesting feedback • how to amend approved schedules
Audience:	Records analysts involved in the schedule creation process.
Pre-requisites:	None
Instructor:	Information Management Branch Staff, Alberta Government Services
Cost:	None
Location:	14th Floor Training Room, Commerce Place, 10155-102 St., Edmonton
Time:	9:00 – 12:00 noon
Dates:	**TBA**
Registration:	Complete the registration form at the end of this calendar and fax to 427-1120.
Contact:	Keith Woolridge at (780) 427-3950 or keith.woolridge@gov.ab.ca

RSS Senior Records Officer (SRO) Training	
Objectives:	Senior Records Officers (SRO) are responsible for submitting schedules in RSS as part of the schedule review and approval process. The SRO must obtain the Information Management Branch's review, opinion requests, archival appraisal, signatures, secretariat review and ARMC approval. In the session you will learn about: • schedule creation in RSS • requesting review and opinion feedback, archival appraisal and signatures • the process for obtaining ARMC approval • transferring and canceling schedules • the schedule amendment process • printing management reports
Audience:	Senior Records Officers
Pre-requisites:	None
Instructor:	Information Management Branch Staff, Alberta Government Services
Cost:	None
Location:	14th Floor Training Room, Commerce Place, 10155-102 St., Edmonton
Time:	9:00 – 11:00 am
Dates:	**TBA**
Registration:	Complete the registration form at the end of this calendar and fax to 427-1120.
Contact:	Keith Woolridge at (780) 427-3950 or keith.woolridge@gov.ab.ca

3 | Alberta Restructuring and Government Efficiency Courses

The following courses are administered by Alberta Restructuring and Government Efficiency (RGE).

Records Management and Related Courses

- Records Management Orientation (AC0290)
- Managing Active Records (AC0291)
- Records Disposition (AC0292)
- IRIS 2 for Administrators Orientation
- IRIS 2 for New Users
- IRIS 2 for Experienced Users
- Managing Information at Work (AC0176) *(Course Updated in the Fall 2006)*

Government of Alberta Enterprise Architecture (GAEA) Courses

The GAEA courses are intended for information and communications technology professionals and cover topics such as:

- Business Architecture
- Data Architecture
- Application Architecture
- Technology Architecture
- Security Architecture
- Privacy Architecture

To learn more about these courses and how to register, visit the GoA Learning Centre web site at http://www.servicelink.gov.ab.ca/Learning/. Find the latest course listings and register online by logging onto the MyAgent web site as follows:

- Logon into MyAgent at https://www.myagent.gov.ab.ca
- Select *Training and Development*, then *View/Request Training*
- Enter a keyword in *Course Name* to view the desired course.
  Examples of keywords: **Records, IRIS, Information, GAEA**

For further information contact:

GoA Learning Centre
Alberta Restructuring and Government Efficiency
Phone: (780) 644-2222
Fax: (780) 422-0856
GOA.training@gov.ab.ca

Corporate Information Security Learning Centre

This web site provides an employee handbook and an online e-course which outline key elements of information security and the responsibilities of employees and contractors in this area. It also provides a link to a new instructor-led *"Introduction to Information Risk Management"* course which government employees can register in through MyAgent as described in the preceding section.

For further information, visit www.security.gov.ab.ca or contact:

Corporate Information Security Office
Alberta Restructuring and Government Efficiency
Phone: (780) 415-9745 or (780) 427-3726
cisco@gov.ab.ca

4   Freedom of Information and Protection of Privacy (FOIP) Training

The Access and Privacy Branch of Alberta Government Services provides Freedom of Information and Protection of Privacy (FOIP) training to support government and local public bodies in the effective administration of the FOIP legislation. Course information is available in the Training for Public Bodies section of the FOIP web site at foip.gov.ab.ca or contact:

Access and Privacy Training Specialist
Access and Privacy Branch
Alberta Government Services
Phone: (780) 415-2407
Fax: (780) 427-1120
janet.cummings@gov.ab.ca

5   Managing Information Assets in the Public Sector Conference

The Government of Alberta and the Edmonton Chapter of ARMA International (Association for Information Management Professionals) are presenting a two-day conference for information management practitioners working in the Alberta public sector on October 25 and 26, 2007 at the Mayfield Inn and Suites in Edmonton, Alberta.

Visit the Information Management web site at www.im.gov.ab.ca for the latest information regarding the 2007 conference and to view speaker presentations from previous conferences.

How to Register for IM/RM Training Courses
Offered by Alberta Government Services

These registration procedures apply only to the Information Management courses (IM01, IM02, IM03, and IM04 series) and Records Scheduling System (RSS) courses offered by the Information Management Branch, Alberta Government Services.

1. Select the course(s) you want to attend and complete the Course Registration Form provided on the next page. When you complete the form, please be sure to:
    - print clearly or type
    - check-off the course(s) you want to take
    - indicate your preferred course dates.

2. Process the application form using your organization's regular training application procedures.

3. Mail or fax the completed application to:

    Alberta Government Services
    Information Management Branch
    3rd Floor, Commerce Place
    10155 - 102 Street
    Edmonton, AB. T5J 4L4
    Fax: (780) 427-1120
    E-mail: keith.woolridge@gov.ab.ca

4. Approximately 2-4 weeks before the scheduled class start date, the Information Management Branch will send you an e-mail confirmation of your registration that will provide details about the course or will notify you of the next available course dates. If you are unsure of your registration status, please call the Training and Web Coordinator at (780) 427-3959.

Cancellations or Substitutions

- The Information Management Branch may cancel any course if there are less than 15 registrants.

- You can make substitutions, but please ensure that Information Management Branch is informed as to who will be taking your place.

- You may cancel your seat on a course for which a fee is charged (e.g. the IM01, IM02, IM03 and IM04 courses) by informing Information Management Branch, by fax or e-mail, 14 calendar days or more before the class is scheduled to start. The contracted instructor may bill you if you cancel your registration in a course less than 14 days before the class start date.

- If you need to cancel your seat on a Records Scheduling System (RSS) course, please inform the Information Management Branch, by fax or e-mail, as soon as possible before the course date.

COURSE REGISTRATION

Alberta Government Services
Information Management Branch (IMB)
3rd Floor, Commerce Place, 10155 – 102 Street, Edmonton, Alberta T5J 4L4
Phone: (780) 422-2657 / Fax: (780) 427-1120

Information Management Training

Please *PRINT* or *TYPE* and fax your completed form to (780) 427-1120.

Applicant Information (an e-mail address is required for confirmation)
In order to be eligible to attend the courses listed below, you must be a Government of Alberta employee. However, external consultants working on government projects may also apply to attend the IM01 course.

First Name:	Last Name:
Title:	Branch:
Organization:	
Billing Address:	
City:	Postal Code:
Phone: Fax:	E-mail:

Please place a ✓ in the ☐ beside the course offering you wish to take and indicate the preferred date(s).

Pre-requisites: The IM01 course is a pre-requisite for all IM series training. The IM02 course is a pre-requisite for the IM03 course. Completion of the IM03 course is required to attend the IM04 workshop.

	Course Name	**Preferred Date**	**Fee**
☐	IM01: Introduction to Information Management in the Government of Alberta (1 day)		$165.00
☐	IM02: Designing Records Systems Using Alberta's Modified Functional Classification Approach (2 days)		$300.00
☐	IM03: Developing Records Retention and Disposition Schedules (2 days)		$300.00
☐	IM04: Functional Classification and Schedule Design Workshop (1 day)		$150.00
☐	RSS Schedule Creator Training (3 hours)		Free
☐	RSS Senior Records Officer Training (2 hours)		Free
		6% GST (where applicable)	
		Total	

Billing of IM series courses:	**Do not** pay in advance. Your organization will be invoiced directly by the contracted instructor for the course fees. A copy of your registration form will be provided to the contracted instructor for billing purposes.
Cancellation of IM series courses:	The Information Management Branch must be notified of cancellations for the IM courses **14 calendar days** prior to the course start date **to avoid billing**.

Applicant's Signature: **X**

Approvals (This section must be completed to register in courses where a fee will be charged.)

Expenditure Officer Name:	Phone:
Signature: **X**	Date:

The personal information requested on this form is being collected for the registration and administration of courses offered by Information Management Branch under the authority of the *Freedom of Information and Protection of Privacy (FOIP) Act*. Personal information may also be used for program evaluation. If you have questions about the collection or use of your personal information, contact the Training and Web Coordinator at (780) 427-3959.