Training Agenda

Welcome and Overview

- Introduction to the training objectives and agenda.

- Overview of the importance of data governance and management.

- **Objective:** Set expectations and familiarize participants with training goals.

- **Methodology:** Presentation + Icebreaker

Morning Sessions: International Data Management Standards

Introduction to Data Governance and Management

- Overview of data governance frameworks.

- Key principles: data integrity, security, and compliance.

- Roles of data stewards and governance teams.

- **Objective:** Understand the basics of data governance and its organizational role.

- **Methodology:** Lecture + Q&A

Managing Structured and Unstructured Data

- Definition of structured data (databases) and unstructured data (documents, media).

- Best practices for managing structured and unstructured data.

- **Objective:** Learn effective techniques for managing different types of data.

- **Methodology:** Case study + group discussion

Data Lifecycle Management (DLM)

- Phases of the data lifecycle: creation, use, storage, archival, and disposal.

- Ensuring data is governed properly across its lifecycle.

- **Objective:** Understand how to manage data through its lifecycle securely and in compliance.

- **Methodology:** Presentation + real-world examples

Master Data Management (MDM) & ISO 8000- Data Quality

- MDM's role in ensuring data consistency across the organization.

- Introduction to ISO 8000 standards for data quality.

- Benefits of adhering to data quality standards.

- **Objective:** Learn the principles of Master Data Management and data quality standards.

- **Methodology:** Lecture + interactive exercise

Enterprise Content Management Systems (ECM)

- Introduction to ECM systems for managing unstructured data.

- Key functionalities and benefits of ECM.

- **Objective:** Learn how ECM systems improve unstructured data management.

- **Methodology:** Presentation + demo

Document and Records Management

- Managing document lifecycle: creation, retention, and disposal.

- Ensuring compliance with legal and regulatory requirements.

- **Objective:** Understand secure document and record management.

- **Methodology:** Case study + practical exercise

Break

- **Objective:** Learn the role of data dictionaries and basic data analysis techniques.

- **Methodology:** Lecture + hands-on demo

Data Governance Management Policies

- Developing policies for data governance.

- Aligning policies with business objectives and compliance requirements.

- Defining roles and responsibilities of key stakeholders.

- **Objective:** Learn how to create effective data governance policies.

- **Methodology:** Interactive workshop

Develop Data Lifecycle Management Procedures

- Best practices for creating and implementing DLM procedures.

- Integrating DLM into day-to-day business operations.

- **Objective:** Learn how to formalize DLM procedures.

- **Methodology:** Practical exercise

Create Data Governance Management Action Plan

- Steps to create a comprehensive data governance action plan.

- Setting objectives, milestones, and timelines for governance initiatives.

- Monitoring and updating action plans.

- **Objective:** Learn how to develop and implement an actionable data governance plan.

- **Methodology:** Group activity + discussion

Q&A and Wrap-Up

- Final reflections, questions, and discussion of next steps for participants.

- **Objective:** Clarify key concepts and prepare participants to apply their knowledge.

- **Methodology:** Open discussion

Training Materials

- **Slides** covering each session.

- **Case studies** on managing structured/unstructured data and document management.

- **Templates** for data governance policies, procedures, and action plans.

- **Practical exercises** for hands-on learning.

Key Outcomes

By the end of the training, participants will:

- Understand **International Data Management Standards** and how to manage structured/unstructured data.

- Be able to implement **Data Lifecycle Management (DLM)** and **Master Data Management (MDM)**.

- Be familiar with **Data Governance IT Solutions**, such as ECM, document management, and data mining tools.

- Develop the ability to create **Data Governance Policies**, **DLM Procedures**, and **Action Plans**.