

IT for Non-IT: Governance & Digital Transformation

Learn to govern IT effectively, communicate with IT teams, and lead digital transformation within your organisation.

2 Days

16 HOURS

8

MODULES

23

TOPICS

8

HANDS-ON ACTIVITIES

COURSE OVERVIEW

The “Essential IT for Non-IT Professionals” course is designed to bridge the gap between IT and non-IT professionals by providing a comprehensive understanding of IT’s role within an organization, effective governance, and fostering effective communication and collaboration with IT teams. This course will empower learners to make informed decisions, design IT-enhanced processes, and lead digital transformation efforts. Module 1: Where IT is going, where it fits into an organization, and how to govern it well - This module provides insights into the evolving landscape of IT and its strategic role in business success, emphasizing the importance of good governance. Module 2: How to think and talk differently with IT professionals - Learners will acquire the language and mindset needed to communicate effectively with IT colleagues, breaking down barriers between departments. Module 3: How to work with IT professionals to make better decisions - This module offers strategies for collaborating with IT staff to drive better organizational outcomes. Module 4: How to design processes to use IT better - Participants will learn how to streamline business processes by leveraging IT solutions, enhancing efficiency and productivity. Module 5: How to drive transformational change throughout an organization - The final module equips learners with the skills to lead change initiatives, utilizing IT as a catalyst for innovation and growth. By mastering these concepts, non-IT professionals will enhance their IT literacy, improve Cross-functional collaboration, and contribute to Strategic decision-making within their organizations.

Who Should Attend

Essential IT for Non-IT Professionals is a course designed to bridge the gap between IT and non-IT staff, fostering better collaboration and understanding.

Business Analysts

Project Managers

Operations Managers

Marketing Professionals

Sales Executives

HR Managers

Finance Professionals

Administrative Staff

Entrepreneurs and Business Owners

Management Consultants

Customer Service Managers

Supply Chain and Logistics Coordinators

Compliance and Risk Officers

Product Managers

Educational Professionals and Administrators

Legal Professionals seeking IT awareness

Nonprofit Organization Leaders

Healthcare Administrators and Managers

Government Officials and Policymakers

LEARNING OBJECTIVES

- Explain the role of IT and emerging trends in organisations
- Apply IT governance models and frameworks such as COBIT
- Describe roles of non-IT executives in IT governance
- Identify strategies for communicating with IT professionals
- Interpret IT data to support business decision-making
- Design business processes using IT tools such as ERP
- Plan change management strategies for IT-driven transformation
- Assess IT risks and compliance considerations

COURSE SYLLABUS

8 Modules, 23 Topics

01

2 hours

Case Study

Introduction to IT in Organizations

TOPICS

- Overview of IT and its evolution
- The role of IT in modern organizations
- Emerging IT trends (e.g., Cloud Computing, AI, Big Data)

02

2 hours

Interactive Activity

IT Governance for Non-IT Executives

TOPICS

- Importance of IT governance
- IT governance models and frameworks (e.g., COBIT)
- Roles and responsibilities of non-IT executives in IT governance

03

2 hours

Role-Playing Activity

Effective Communication with IT Professionals

TOPICS

- Common IT terminology for executives
- Bridging the communication gap between IT and non-IT departments
- Strategies for collaborating with IT teams

04

2 hours

Case Study

Decision-Making with IT Insights

TOPICS

How IT data enhances decision-making · Tools for extracting and utilizing IT data · Aligning IT decisions with business goals

05

2 hours

Group Activity

Designing Processes to Utilize IT Effectively

TOPICS

- Introduction to IT-enabled business processes
- IT automation and workflow streamlining
- Process improvement using IT tools (e.g., ERP systems)

06

2 hours

Case Study

Discussion

Driving Organizational Change Through IT

TOPICS

The role of IT in transformational change · Change management strategies for IT projects

07

2 hours

Interactive Exercise

IT Risk Management for Executives

TOPICS

Identifying IT risks and vulnerabilities · IT risk management strategies and frameworks · Legal and compliance considerations in IT

The Future of IT in Business

TOPICS

- Exploring next-generation IT technologies
- Digital transformation and innovation in organizations
- Preparing your organization for IT advancements

HANDS-ON ACTIVITIES

Practise What You Learn

#	MODULE	ACTIVITY
01	Introduction to IT in Organizations	Case Study: Successful IT integration in businesses
02	IT Governance for Non-IT Executives	Interactive Activity: Evaluating IT governance structures
03	Effective Communication with IT Professionals	Role-Playing Activity: Non-IT to IT communication scenarios
04	Decision-Making with IT Insights	Case Study: IT-driven decision-making in business growth
05	Designing Processes to Utilize IT Effectively	Group Activity: Mapping business processes with IT solutions
06	Driving Organizational Change Through IT	Case Study: IT as a driver of organizational transformation Discussion: Overcoming resistance to IT changes in organizations
07	IT Risk Management for Executives	Interactive Exercise: Developing an IT risk management plan

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

Learn the Way That Suits You

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Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

1-on-1 Training

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