

PLC6FO4-13F1 – Records Retention Scheduling – Thu 3 Oct (pre-requisite Records Inventory)
PLC6FO5-13F1 – Records Storage and Protection – Fri 4 Oct
Cert: RMF or stand-alone; also available as online course

The certificate program for Records Management Fundamentals provides a well-rounded introduction to the value and theory of records management and the basic skills of the profession in records inventory, retention scheduling, classification, storage, and in planning and managing a records management program. This certificate program provides the basics that people need when working with records whether they are just getting into the field and have no prior knowledge or are currently records management practitioners without formal training who wish to strengthen their knowledge and understanding.

[Overview of ECM Technologies](#)

PLC8002-13F1
Fri. 18 Oct 2013
1 day (6 hours) – 9:00 AM to 4:00 PM
Instructor: Ivan Welsh
Fee: \$295.00
Cert: IM or stand-alone
Location: Ottawa

An enterprise content management (ECM) system is a suite of product components that are capable of managing all of the unstructured information within an organization for their entire lifecycle. In this course students get an overview of the Enterprise Content Management (ECM) technologies, develop understanding why an organization should implement each, features, benefits, implementation considerations and leading vendors, learn the state of the ECM industry and current trends, gain awareness about Information Management (IM) resources and how to obtain more information.

[Project Management for Information Managers](#)

PLC3004-13S1
Wed. 23 – Fri. 25, Oct. 2013
3 days (18 hours) – 9:00 AM to 4:00 PM
Instructors: Jane Neath
Fee: \$675.00
Cert: IM or stand-alone
Location: Ottawa

In team-based project-oriented environments, more critical than knowing how to use tools, is knowing how to lead project teams over whom the project manager has no formal authority or control. Knowing one's own management style, how to read others' and adapt one's behaviour to the needs of others in different stages of team development are valued yet often underdeveloped competencies for today's information and technology professionals. In this 3-day workshop, team leaders and managers apply proven project management techniques to an actual project. You leave the workshop with a project plan and pragmatic information that will be immediately, readily and easily applicable to your job.

For more information, our full schedule of courses and to register go to our website:

institute.ischool.utoronto.ca.

e-mail us at : ischool.institute@utoronto.ca or call (416) 978 7111

