

# WORKSHOP LIST



	WORKSHOP NAME
1	Appraisal, Sentencing and Archiving Fundamentals
2	Digital Archiving, Preservation and Continuity
3	Records and Information Management Fundamentals
4	Information Asset Register Creation
5	Information Governance Fundamentals
6	Selling the Value of Records & Information Management to Stakeholders
7	Risk Management for Records & Information Management
8	Information Security Impact on Records & Information Management
9	AI & Machine Learning Fundamentals
10	Policy Writing for Records & Information Management
11	Project Management integration into Records & Information Management

12	Introduction to Advocacy
13	Classification Scheme Concepts
14	Digital Information Governance Framework Creation
15	Development of Records Management Online Training
16	Fundamentals of Appraisal, Sentencing, and Archiving for Educational Institutions
17	Information Governance Fundamentals for Educational Institutions
18	Records and Information Management Fundamentals for Educational Institutions
19	Digitisation Risk Matrix Creation
20	Physical Records Archival, Preservation and Management
21	Data Security and Governance
22	Developing and Implementing Classification Schemes
23	Release of information
24	Change Management for Information Management

25	Preparing for Records Management Audit
26	Big Data and Digital Transformation
27	Impact of Cloud Computing on Records Management
28	Records Management Strategic Planning
29	Managing Social Media Records
30	AI Implementation for Records and Information Management
31	AI Policy Creation for Information Management