

# Managing Information

**Overview** This programme focuses upon effective management of information. The subject matter is far reaching and delegates will have a diverse range of 'managing information' needs. The workshop is designed to be flexible to work with the experience and ability of the delegates.

Key focus is the key issue that most people will face : too much information or insufficient/inaccurate information to help them do their job effectively.

High-level aims are :

- To help delegates manage information to improve contribution to business objectives.
- To help delegates identify information based opportunities for more effective working across their organisation.

**Activity** Interactive content with strong focus on delegate contribution and work based practical application of key learning's.

Pre-course reading and activity

**Content** Welcome and scene setting  
Overview  
Context – Person / Job / Organisation  
Key Steps & Techniques  
Challenges when dealing with information.  
How do we share information  
Case Study  
Feedback and Review  
Open Forum  
Real world review and Discussion  
Review and Commitments

**Duration** 2 Day

**Location** Flexible



[www.exploretraining.co.uk](http://www.exploretraining.co.uk)

Telephone: 01925 264461 Mobile: 07790 791480 [24 hours]  
email: [enquiries@exploretraining.co.uk](mailto:enquiries@exploretraining.co.uk)