

Managing Information Effectively

Prerequisites: None

Length: One Day

Summary: As a business professional, you are surrounded by information and rely on it to do your job. Some information comes to you because you ask for it; other times it literally seems to come “at” you. Other people may rely on and ask you for information, and there are times when you send it to them without their asking. Being able to manage information effectively is one of the most basic skills you must have to do your job well. In this course, you will apply important principles and skills to manage the information you have to do your job.

Course Content

ACQUIRING INFORMATION

- Design Your Information System
- Capture Information
- Catalog Information

OPTIMIZING INFORMATION

- Maintain Information
 - Retire Information
 - Improve Your Information System
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