Information Asset Management Training Course

Professional Development Training Course Outline

Category	Library Institute	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Information Asset Management Training Course designed to equip organizations and professionals with advanced knowledge and practical skills in managing, protecting, and optimizing critical information assets. In today's digital economy, effective information asset management has become essential for cybersecurity resilience, data governance, regulatory compliance, risk management, and operational excellence. This course focuses on modern information lifecycle management, data classification, information security controls, asset inventory management, privacy protection, and strategic data governance frameworks aligned with global best practices.

Organizations increasingly depend on accurate, secure, and accessible information assets to support decision-making, innovation, and competitive advantage. The course provides participants with practical approaches to identifying information assets, assessing vulnerabilities, implementing protection strategies, and improving information value throughout its lifecycle. Through global case studies and industry-focused methodologies, participants will gain the expertise required to establish effective information asset management frameworks that support digital transformation and organizational sustainability.

Programme Curriculum

Information Asset Management Training Course

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Course Objectives

By the end of this course, participants will be able to:

1. Understand modern information asset management principles and strategic frameworks.
2. Develop effective information asset identification and classification processes.
3. Apply data governance and information lifecycle management practices.
4. Implement cybersecurity controls for protecting critical information assets.
5. Conduct information asset risk assessments and vulnerability analysis.
6. Improve regulatory compliance and privacy management practices.
7. Establish information asset ownership and accountability structures.
8. Apply international standards for information security and governance.
9. Manage digital information assets across enterprise environments.
10. Develop strategies for information asset protection and business continuity.
11. Utilize emerging technologies for intelligent information management.
12. Enhance organizational decision-making through effective data management.
13. Build sustainable information governance and security cultures.

Organizational Benefits

- Improved protection of valuable organizational information assets.
- Enhanced cybersecurity awareness and risk management capabilities.
- Better compliance with data protection regulations and industry standards.
- Increased efficiency in information storage, access, and utilization.
- Reduced risks associated with information loss and unauthorized access.
- Stronger data governance and accountability structures.
- Improved business continuity and disaster recovery readiness.
- Enhanced strategic decision-making through reliable information management.
- Increased operational efficiency through optimized information processes.
- Stronger organizational resilience in the digital environment.

Target Audiences

1. Information security professionals.
2. Data governance specialists.
3. IT managers and administrators.
4. Cybersecurity analysts.
5. Compliance and risk management officers.

6. Business intelligence professionals.
7. Records and information managers.
8. Organizational leaders and decision-makers.

Course Duration: 5 days

Course Modules

Module 1: Fundamentals of Information Asset Management

- Introduction to information asset management concepts, principles, and strategic importance.
- Understanding information assets within modern digital organizations.
- Identifying different categories of physical and digital information assets.
- Exploring information ownership, accountability, and asset stewardship.
- Reviewing global case study: Information governance practices at multinational technology organizations.
- Developing an effective information asset management foundation.

Module 2: Information Asset Identification and Classification

- Techniques for discovering and documenting organizational information assets.
- Developing information classification models based on business value and sensitivity.
- Implementing asset inventories and information repositories.
- Establishing classification policies for enterprise data environments.
- Reviewing global case study: Financial institutions managing sensitive customer information.
- Improving visibility and control over organizational information resources.

Module 3: Information Lifecycle Management

- Understanding the stages of information creation, usage, storage, and disposal.
- Developing lifecycle management policies and procedures.
- Managing information retention and archival requirements.
- Applying automation tools for information lifecycle optimization.
- Reviewing global case study: Healthcare organizations managing patient information lifecycle.
- Enhancing information efficiency and regulatory compliance.

Module 4: Information Security and Protection Strategies

- Implementing security controls for protecting information assets.
- Understanding encryption, access control, and authentication methods.
- Managing cybersecurity threats affecting information assets.
- Developing information protection and monitoring strategies.
- Reviewing global case study: Government agencies securing classified information.

- Strengthening organizational cybersecurity resilience.

Module 5: Information Asset Risk Management

- Conducting information asset risk assessments and vulnerability analysis.
- Identifying threats, impacts, and mitigation strategies.
- Developing risk management frameworks for information assets.
- Integrating cybersecurity risk management into business operations.
- Reviewing global case study: Energy companies managing critical infrastructure data risks.
- Improving proactive risk prevention capabilities.

Module 6: Data Governance and Compliance Management

- Understanding global data governance frameworks and compliance requirements.
- Developing policies for responsible information management.
- Managing privacy regulations and data protection obligations.
- Establishing governance structures and reporting mechanisms.
- Reviewing global case study: Organizations implementing privacy management programs.
- Supporting ethical and compliant information practices.

Module 7: Emerging Technologies in Information Asset Management

- Exploring artificial intelligence and automation in information management.
- Understanding cloud-based information asset management solutions.
- Applying analytics for information value optimization.
- Managing technology risks in digital environments.
- Reviewing global case study: Enterprises using AI-driven data governance platforms.
- Preparing organizations for future information management challenges.

Module 8: Developing an Information Asset Management Strategy

- Creating comprehensive information asset management strategies.
- Aligning information management with organizational objectives.
- Establishing continuous improvement and monitoring processes.
- Measuring information asset management performance indicators.
- Reviewing global case study: Global corporations implementing enterprise information strategies.
- Building sustainable information governance capabilities.

Training Methodology

- Instructor-led interactive presentations covering key information asset management concepts.

- Practical workshops focused on information classification and risk assessment techniques.
- Real-world global case studies analyzing successful information management programs.
- Group discussions and collaborative problem-solving activities.
- Hands-on exercises using information governance scenarios and frameworks.
- Simulated assessments to improve decision-making and implementation skills.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

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