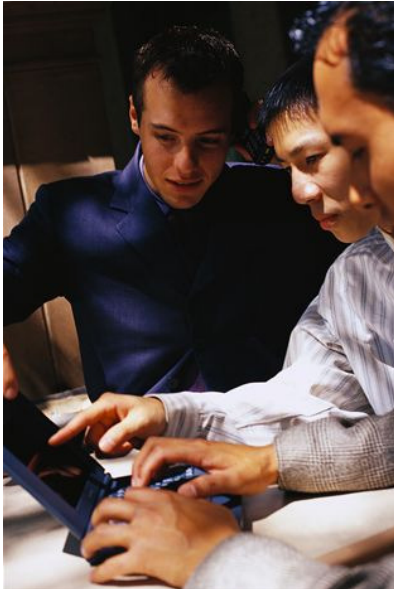




# Records Readiness<sup>TM</sup>

## corporate training



### Enterprise-Wide Records Management Training Made Simple, Effective and Responsive

#### What Your Employees Don't Know Will Hurt You!

Sarbanes-Oxley, FRCP (Discovery Rules), HIPAA, and other legal and regulatory changes have fundamentally devastated the traditional Records Management landscape over the last few years. In no uncertain terms, Courts have mandated companies to do a much better job of handling discovery – or pay the price for their negligence. The updated FRCP rules outline a safe harbor for companies, one that will reduce their risks and monetary sanctions; it is called Records Management. In a very real sense, a valid records management program is your “*Get Out Of Jail Free Card*”.

The cornerstones upon which a quality records management program is built include:

- Governance and Audit
- Policies and Procedures
- Taxonomies and Retention Schedules
- Employee Training
- Litigation Response Plan
- Technology Architecture

#### The Big Picture

- The courts have **required** that companies deploy records management programs
- Valid records management programs must be consistently enforced
- The only way to enforce policies is through consistent **training**
- If employees are not trained, the Courts say you do not have a valid records management program

#### What Do My Employees Need To Know?

While no one expects all employees to learn everything about modern records management, you must train all employees on your new set of policies, responsibilities and expectations. Once employees have been properly – and regularly – trained, the company can begin the process of consistent enforcement of their records management policies – the foundation that protects the company from costly sanctions and judgments.

The Records Readiness™ approach to training delivers the following valuable benefits:

- **Uniform Training:** Consistency is the best defense – and since all employees are receiving the same training, operation discrepancies are reduced or eliminated.
- **Role-Based Training:** Different roles have different Records Management duties. Training modules have been designed for different job functions according to those functions' needs.
- **Existing Records Management Programs:** Records Readiness will integrate into existing records management programs, or help you launch your new records management program.
- **Affect Culture Change:** Embedding the records management culture into your organization requires consistent and regular communications, a service engineered into Records Readiness.
- **Increased Employee Productivity:** One key value of records management is the enhancement of employee productivity.
- **Industry Standards:** AICC and SCORM are the training industries core standards, and Records Readiness has been developed to meet these standards.
- **Tailored to Each Company:** Each company's records management program is unique; Records Readiness is tailored to meet your specific needs.
- **Deployment Support:** Whether your company has a hosted Learning Management System (LMS) or in-house LMS, Records Readiness will support your deployment.

### Why Data Empowerment Group?

The Records Readiness training program been developed by Certified Records Managers, along with business training professionals, records management academics and information technology professionals. This unique blend of skills and experience will serve as the foundation of your quality records management program.

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#### Take the Next Step

Records Readiness training will jumpstart your records management program. To learn more, contact you local sales representative at 702-289-4230 ext. 3 or visit our website at [www.recordsreadiness.com](http://www.recordsreadiness.com)