

# Information Governance Foundations Course Syllabus

The Information Governance Foundations course, developed in partnership with [Contoural](#), is a comprehensive program designed to equip legal and compliance professionals with the principles, frameworks, and tools needed to build and maintain an effective Information Governance (IG) program. Through hands-on learning and practical examples, this course will guide participants in managing data security, records retention, unstructured data, and organizational change. Graduates will gain actionable insights to implement successful IG strategies within their organizations.

## Course Objectives

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

- Define Information Governance and its role in modern organizations.
- Identify key components of an IG program and evaluate program maturity.
- Design an IG organizational framework, including roles and responsibilities.
- Implement effective IG policies, schedules, and data security classifications.
- Manage structured and unstructured data using modern tools and repositories.
- Facilitate organizational change for IG program adoption.
- Execute and sustain an IG program aligned with organizational needs.

Participants will engage in quizzes throughout the course to reinforce learning.

## Course Details

- **Total Duration:** Approximately 2 hours and 15 minutes
- **Credits:** 2.5 CEDS credits awarded upon successful completion

## Course Assessments

Each class includes a quiz designed to reinforce key concepts and measure comprehension. Upon completion of all quizzes and active participation in the course, participants will receive a course completion certificate and credits.

# Course Overview

Module

## 01

### Introduction to Modern Information Governance

(30 minutes)

- Introduction and Key Definitions
- Overview of the IG Program Foundation
- Strategies for Modern Data Placement
- Assessing Program Maturity
- **Assessment:** Module 1 Quiz (5 Questions)

Module

## 02

### The Information Governance Organization

(15 minutes)

- Development of an IG Organizational Framework
- Roles of the IG Committee, Program Manager, and IG Coordinator
- Geographic vs. Functional Alignment of IG Coordinators
- Creating a 90-Day Plan for IG Coordinators
- Routine Activities for IG Coordinators
- **Assessment:** Module 2 Quiz (5 Questions)

Module

## 03

### The IG Policy and Schedule

(15 minutes)

- Defining Records vs. Non-Records
- Crafting an IG Policy
- Understanding Records Retention Schedules (Fixed vs. Event-Based Retention)
- Legal Hold Processes and Retention Rules
- **Assessment:** Module 3 Quiz (5 Questions)

Module

## 04

### Data Security Classification

(10 minutes)

- Introduction to Data Security Classifications
- Examples of Public, Internal, Confidential, and Restricted Data
- Steps for Mapping Data and Defining Rules
- **Assessment:** Module 4 Quiz (5 Questions)

Module

## 05

### Unstructured Data

(30 minutes)

- Differences Between Structured and Unstructured Data
- Overview of Managed Repositories (e.g., Microsoft 365)
- Tips for Developing Data Placement Strategies
- Tools for Automated Disposition, Search, and Access Controls
- Metadata, Filing Structures, and Navigation Techniques
- **Assessment:** Module 5 Quiz (5 Questions)

Module

# 06

## Change Management

(15 minutes)

- Behavioral Change Management vs. Training Strategies
- Identifying Audience Segments and Delivering Targeted Communications
- Tools and Core Messaging for IG Training Programs
- Sample IG Training Course (IG101)
- **Assessment:** Module 6 Quiz (5 Questions)

Module

# 07

## Program Implementation

(20 minutes)

- Core Philosophy and Key Building Blocks for an IG Program
- Integrating Policies, Retention Schedules, and Security Standards
- Procedures for Managing Unstructured Information and Discovery Responses
- Best Practices for Handling Paper Records
- Strategies for Training and Sustaining Behavioral Change
- **Assessment:** Module 7 Quiz (5 Questions)