# Training Plans

## training 5, 15 and 30 minute plans

SCOPE: This document contains suggested training and session plans to complement the eLearning video Information Management Foundations. The content may be used as needed and is intended as an aid to training.

**5-minute introductory training plan**

You can add the video to your Intranet and customise the text below.

“Information Management Foundations eLearning

The Office of the State Archivist have created a short video for all Tasmanian government employees to help us understand and improve our information management.

Watch the 5-minute video to learn what a record is and how good information management practices directly benefit the work you do and help you meet your legal obligations.

After you watch the video reflect on the core message. How will good information management practices benefit your work?”

**15-minute introductory training plan**

This plan includes the video, group discussion and conclusion.

Introduce yourself and/or team. (1 minute)

Watch the video. (5 minutes)

Discussion: when information management goes wrong. (7 minutes)

* Ask participants to consider and discuss: When have you tried to find a record and it didn’t have a descriptive name or wasn’t saved to the right location? How much time do you think you wasted on the search?

Conclusion. (2 minutes)

* Show participants where they can find organisational policies and procedures and/or who to talk to if they have questions.

**30-minute core training plan**

You can use this training plan as is or change it to highlight specific issues or practices in your organisation. Simply change the focus and questions in the Discussion section below. For example, you might choose to focus on:

* improving naming practices
* increasing awareness of what records are
* increasing awareness of legal obligations
* less document duplication
* increasing awareness of data breaches.

This plan would ideally include the video, individual reflection, group discussion, individual goal setting activity and conclusion.

1. Introduce yourself and/or team. (1 minute)

2. Watch the video. (5 minutes)

3. Reflection: good information management practices. (2 minutes)

Ask participants to reflect on how well they:

* Keep records routinely as part of your work,
* File records into your organisation’s approved records systems, and
* Follow your organisation’s policies and procedures for managing records.

4. Discussion: when information management goes wrong. (15 minutes)

Ask participants to answer a question around your key organisation issue/s, for example:

* When have you tried to find a record and it didn’t have a descriptive name or wasn’t saved to the right location? How much time do you think you wasted on the search?
* Have you read a news article where information management caused a major problem? What do you think the staff involved could have done differently?
* Do you know all the legislation that impacts your work? Why do you think each one was created, and why are they important?
* Have you had to deal with different versions of documents, or documents that were in more than one place? What are some ways that duplicate documents create problems?

5. Activity: goal setting. (5 minutes)

Ask participants to write a small, short-term goal (tied to the core learning), which has specific actions and a short deadline.

Ask them to share with the group.

6. Conclusion. (2 minutes)

* Show participants where they can find organisational policies and procedures and/or who to talk to if they have questions.

7. Show the last slide of the video.

**15-minute introductory suggested session plan**

|  |  |  |
| --- | --- | --- |
| Date and <Start time> | Item | Aid/Details |
| 1 minute | Introductions |  |
| 5 minutes | Watch the video |  |
| 7 minutes | Discussion | <discussion topic here> and or <your discussion points here> |
| 2 minutes | Conclusion |  |

**30-minute core suggested session plan**

|  |  |  |
| --- | --- | --- |
| Date and <Start time> | Item | Aid/Details |
| 1 minute | Introductions |  |
| 5 minutes | Watch the video |  |
| 2 minutes | Reflection |  |
| 15 minutes | Discussion | e.g., Whiteboard <discussion topic here> and or <your discussion points here> |
| 5 minutes | Activity  | e.g., Paper and pens |
| 2 minutes | Conclusion |  |

**CONTACT US**

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This is a living document and we will make minor changes as needed. If you notice anything that needs updating, please let us know.

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**Document Development History**

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| --- | --- | --- |
| Version | Date | Comments |
| 1 | 30/05/2024 | Initial release |