

Southeast Region Education Conference Keynote

Doug Allen, CRM
President, ARMA International



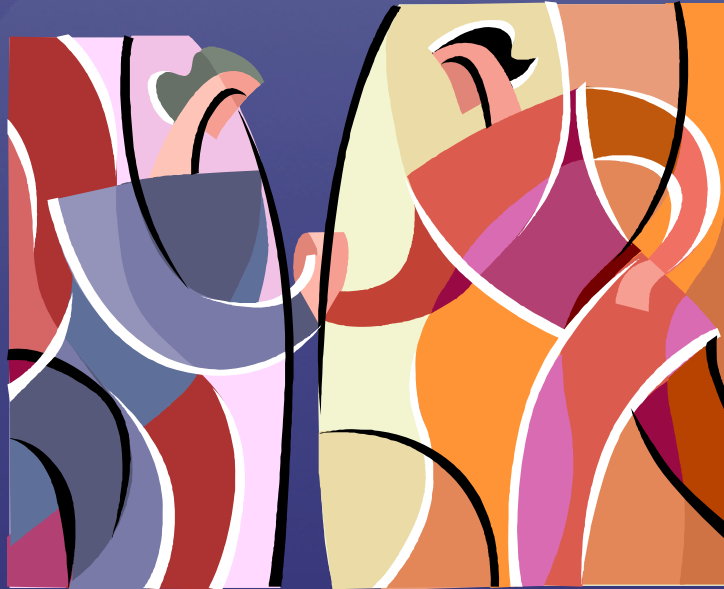
Southeast Region Education Conference

- Agenda
 - Introductory Remarks
 - ARMA International's Focus
 - Our Shared Challenge – Our Shared Opportunities
 - What's Here and What's Coming
 - How We Can Prepare
 - What You'll See This Week
 - What Else Can You Do?

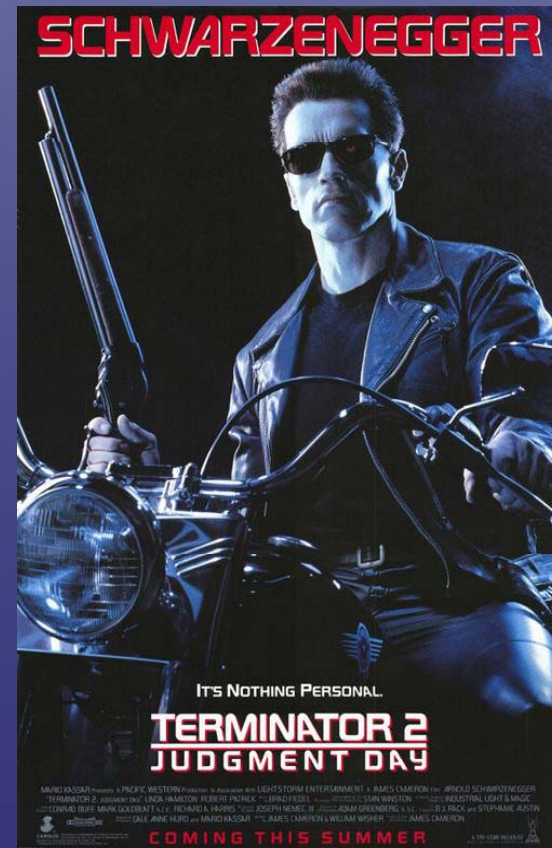
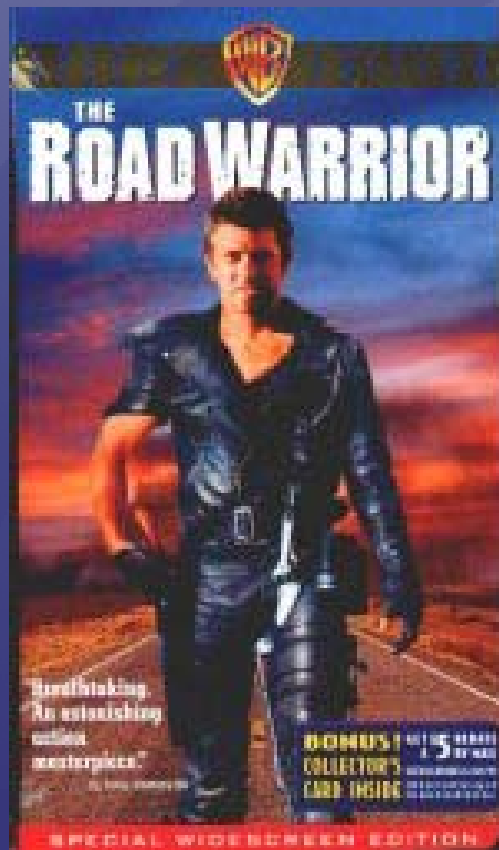


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- Introductory Remarks



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**“I don’t want to be a product of my environment.
I want my environment to be a product of me.”**



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ARMA International Focus

- Issues Affecting the Profession
- Issues Affecting the Professional
- Reflection in Initiatives and Programs



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ARMA International Focus

- Establishing Information Governance Standards and Best Practices
- Advancing the Profession
- Providing Value to Members



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Our Shared Challenge



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Our Shared Opportunity



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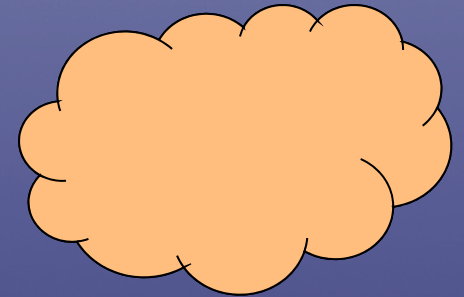
What's Here and What's Coming

- Recession and Budgetary Pressures – Economic Recovery
- Competitive Pressures
- Challenge to Improve Business Processes
- Challenges of New Technologies



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What 's Here and What's
Coming



- New Software Delivery Methods
- New Software Tools
- New Combinations of Content



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What's Here and What's Coming

- New Era of Re-regulation
- Expanding Risk in Litigation and eDiscovery
- Expanding Demand for FOIA/Public Records/Open Records



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What 's Here and What's Coming

- New Methods and Means of Networking and Learning
- Improved Tools for RIM Professionals
- New Opportunity for Expanded RIM Role



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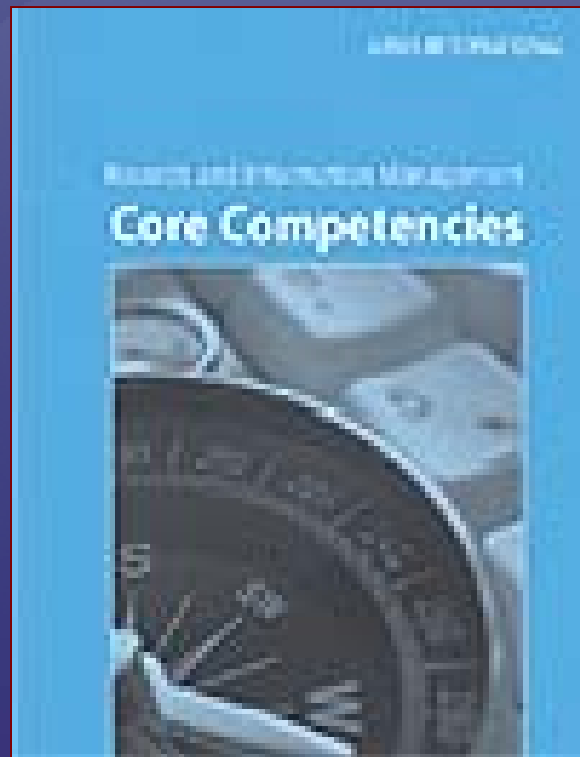
How Can We Prepare?

- Take Full Advantage of This Conference
- Determine Where You Are – Assess Your Competencies
- Leverage Additional Learning Opportunities
- Chart a Course for Your Career



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How Can We Prepare?



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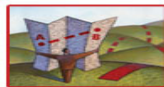
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- Welcome
- Definitions
- Self Assessment
 - Level 1 ▶
 - Level 2 ▶
 - Level 3 ▶
 - Level 4 ▶
- Gap Analysis
 - Level 1
 - Level 2
 - Level 3
 - Level 4
- Contact Us



Where's Your Career Headed? ARMA International's RIM Self-Assessment helps you get excited about your career!

Welcome to the RIM Self Assessment!

The challenge for any professional is to recognize when new competencies need to be learned — and to make sure core competencies continue to meet the current needs of the marketplace. ARMA International developed the RIM Self Assessment to help RIM Professionals identify and target their professional and educational needs.

This professional development tool is designed to help you assess your RIM competencies and develop a professional development plan.

The RIM Self Assessment can be used to:

- Confirm your strengths
- Identify where growth is needed to make you a better RIM practitioner
- Identify learning opportunities to improve your knowledge and skills
- Structure a job performance evaluation
- Build a professional development plan
- Gain insights and strategies to make a career move

To receive your copy of the RIM Core Competencies, please visit the [ARMA Web Site](#).

Step 1: Assess Your Competencies

Assess your current proficiency for each competency within the level you select.

Select your current level of competency

Level 1: RIM practitioner is defined as holding an entry-level position in the RIM profession requiring no previous RIM experience. Participants at this level should be acquiring basic, foundational knowledge and skills for the RIM field and have a basic understanding of what records and information management encompasses. A person at this level may or may not have an undergraduate degree or work experience in another field.

Step 2: Review Your Gap Analysis

The Gap Analysis provides you with a report outlining your strengths and weaknesses related to the RIM competencies.

Step 3: Create Your Professional Development Plan

Once you have received your gap analysis report, review the resources associated with your areas for development. Create a Professional Development Plan by setting both short and long-term career and training goals based on your assessment results.

Step 4: Take Action

Finally, create an Action Plan to achieve your goals. This detailed plan will guide your professional development process.

Use the Menu on the left to guide you through this tool.

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How Can We Prepare?

- Web Seminars:

<http://www.arma.org/eweb>

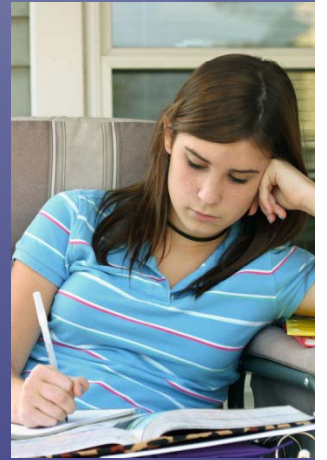
- GARP: <http://www.arma.org/garp>

- Standards:

<http://www.arma.org/standards>

- General Information:

<http://www.arma.org/learningcenter>



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What You'll See This Week

- GARP
- Measuring the Worth of your RIM Program
- Scheduling Retention for e-Systems
- eRecords Implementations



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What You'll See This Week

- Preparing for e-Discovery
- Managing Records in Multiple Formats
- RIM Competencies
- Losing Good Trying to Reach Perfection



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What You'll See This Week

- Beyond the Software Application
- Data Security – End of Life
- Security of Electronic Records
- Business Process Management



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What You'll See This Week

- Developing an International Retention Schedule
- ROI on Going from Paper to Digital
- Managing Web 2.0 - Two Sessions



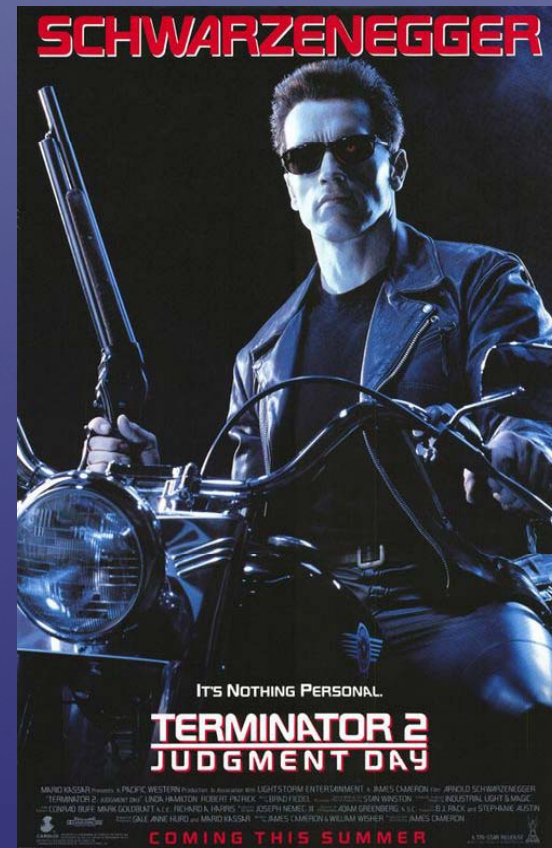
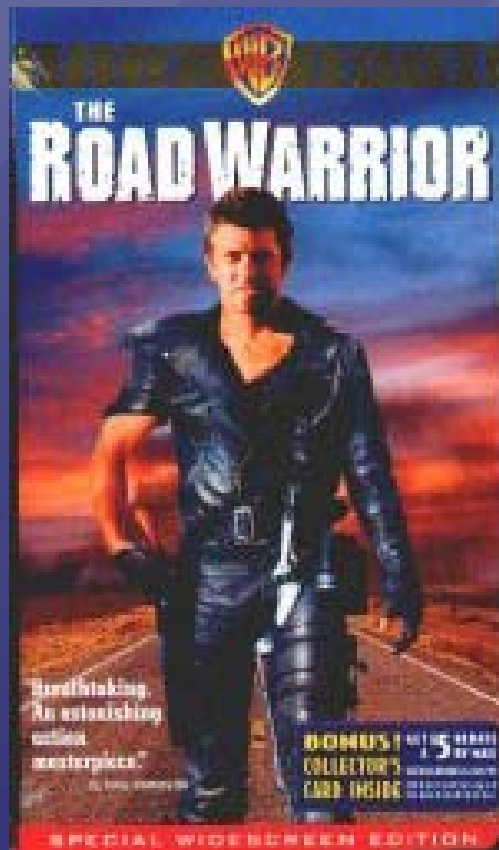
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What Else Can You Do

- Engage In Networking Opportunities
- Make Use of Standards and Best Practices
- Share Your Knowledge
- Develop Your Leadership and Communications Skills – Volunteer!



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