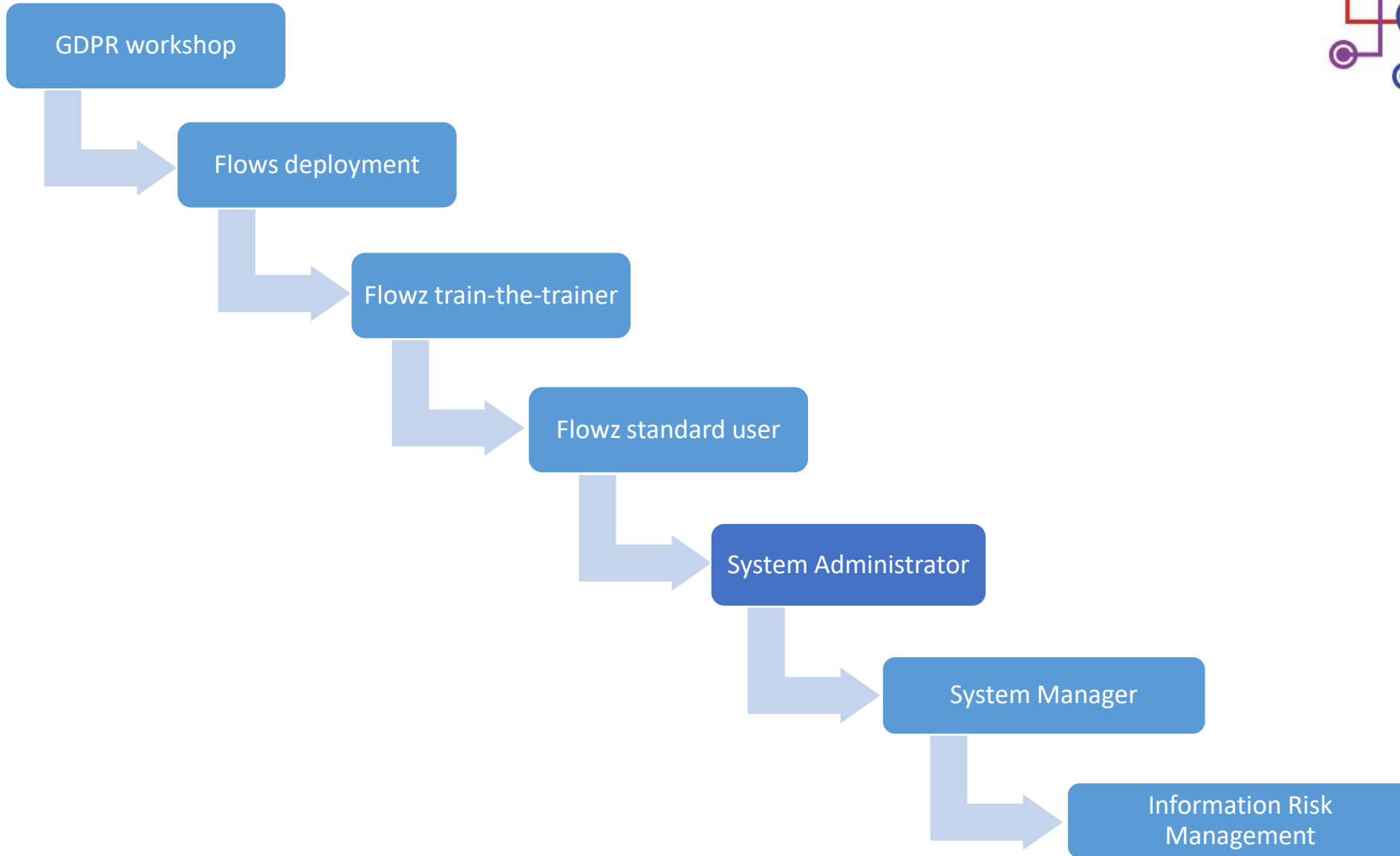




Training modules





Type	1. GDPR workshop and Flowz configuration capture
Audience	Lead contact, System Managers, IG Lead, key stakeholders
Learning objective	<ul style="list-style-type: none">a. Understanding GDPRb. Defining how customer will comply with GDPRc. Completing Configuration Checklist, identifying what information needs to be collected
Content	Initial Kick-Off session to plan the configuration of the Flowz system, involving all key stakeholders that will have an influence on how Flowz will be configured and used.
Style	Seminar. Can be delivered on-site or via WebEx (with minimal GDPR content)
Requirements	Classroom or horseshoe (depending on numbers), projector/screen, sound
Duration	6-8 hours including any follow up. On-site or WebEx



Type	2. Flowz Deployment
Audience	GDPR Project Managers or Information Governance Managers
Learning objective	<ul style="list-style-type: none">a. Creating a GDPR compliance action planb. Creating a Flowz deployment planc. Supporting GDPR complianced. Creating a communications plane. Training Needs Analysis
Content	An intensive GDPR-focused workshop to create an operational plan for GDPR delivered by one of our Senior Privacy Consultants. This is aimed at supporting local managers beyond the use of Flowz, but incorporating this into organisational workflows and as a part of the organisations technical and organisational controls regime under article 32.
Style	On-site meeting
Requirements	Boardroom or horseshoe (depending on numbers), projector/screen, sound
Duration	7-8 hours



Type	3. Flowz Train the Trainer
Audience	Those staff that require a complete overview and understanding of Flowz to be able to then train the End Users to use the system
Learning objective	<ul style="list-style-type: none">a. Introduction to Flowzb. Managing Assets and Flowsc. People and organisation managementd. Reports
Content	
Style	On-site or can be delivered via WebEx
Requirements	Classroom or horseshoe room layout (depending on numbers), projector/screen, sound
Duration	7 hours



Type	4. Flowz Standard User
Audience	Flowz Users map data flows between assets. These are operational staff who handle data as a part of their job, but under instruction, policy, protocol or procedure and are not accountable or responsible. They may have been trained for their role.
Learning objective	<ul style="list-style-type: none">a. Understand why they are using Flowzb. What is an Asset?c. What is a Flow?d. Creating an Assete. Creating a Flow
Content	Give staff the knowledge and skills to be able to populate the Flowz system with Assets and Flows.
Style	On-site or WebEx
Requirements	Cabaret or horseshoe room layout (depending on numbers), projector/screen, sound, flipchart, flipchart paper, pens, paper, sticky notes
Duration	2-3 hours per cohort (max 3 cohorts per day)



Type	5. Flowz System Administrator
Audience	Those staff that require a complete overview and understanding of Flowz, its configuration and on-going management.
Learning objective	<ul style="list-style-type: none">a. Introduction to Flowzb. Managing Assets and Flowsc. People and organisation managementd. Reportse. Picking lists and scoring
Content	System back-end management and configuration to enable system changes and modify system behaviours and presentation. Includes discussion on risk scoring principles, practices and impacts.
Style	On-site or WebEx
Requirements	Classroom or horseshoe room layout (depending on numbers), projector/screen, sound
Duration	7 hours (a-d), plus 3 hours for (e)



Type	6. Flowz System Manager
Audience	System Managers and Third-line support
Learning objective	<ul style="list-style-type: none">a. Introduction to Flowzb. Managing Assets and Flowsc. People and organisation managementd. Reports
Content	System back-end management and configuration to enable system changes and modify system behaviours and presentation.
Style	On-site or WebEx.
Requirements	Classroom or horseshoe room layout (depending on numbers), projector/screen, sound
Duration	7 hours



Type	7. Information Risk Management with Flowz
Audience	Senior Information Risk Owners, who hold Information Asset Owners to account; Information Asset Owners who are accountable for the information risk management of the assets they 'own'; and, Information Asset Administrators, who are senior managers with operational accountability for the information assets for which they are responsible.
Learning objective	<ul style="list-style-type: none"> a. Macro environment: Provide some social, political, technical and legal framework for why this is important b. Organisational: Impacts and realities of information risk, and benefits of effective information management. Setting risk appetite and practical risk management c. Build culture: Governance and reporting, identifying and mitigating information risk. d. System: generating and responding to reports
Content	Introduction to information risk management for managers including how to use Flowz reporting and the system responsibilities of SIROs, IAOs and IAAs
Style	On-site Seminar
Requirements	Horseshoe or boardroom room layout (depending on numbers), projector/screen, sound
Duration	3-4 hours (max 2 cohorts per day)