# Data Governance Essentials Training

Duration: **1 Day**

BILGINÇ IT Academy
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## Overview

**Data Governance Essentials Training** is a **one-day course** designed for professionals working with data systems who want to develop an understanding of **Data Governance**, its core principles and its importance within an organisation.

Throughout the course, participants are introduced to **fundamental data concepts**, the responsibilities of personnel involved in data management and the main purpose of **Data Governance**. They also explore situations in which governance processes are necessary and how these processes support effective organisational data management.

The programme focuses on planning appropriate **policies and procedures** for **Data Ingestion**, **Data Quality and Compliance**, **Data Storage** and **Data Disposal**.

Through a series of **guided exercises and practical tasks**, learners develop an understanding of how to establish suitable rules, policies and procedures for managing organisational data.

**Data Governance** plays an essential role in the development of an organisation's data systems ecosystem. By completing this training, participants will gain the knowledge needed to identify their organisation's current **Data Maturity Level** and recognise the potential benefits of progressing to the next stage.

## Prerequisites

Participants should have completed a **Data Essentials** course or possess an equivalent level of **foundational data knowledge**.

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## What You Will Learn

By completing the **Data Governance Essentials Training**, participants will understand the importance of data governance and develop foundational knowledge for planning effective organisational data management policies.

By the end of the course, learners will be able to:

- Explain the **purpose and importance of Data Governance** within an organisation.
- Identify the **Data Lifecycle** and the responsibilities of key data management personnel.
- Recognise situations that require **data governance processes**.
- Describe and assess different levels of **Organisational Data Maturity**.
- Plan appropriate policies and procedures for **Data Ingestion, Data Sources, Data Flows and Access Security**.
- Interpret **Data Quality Metrics** and identify relevant **Compliance Requirements**.
- Recognise approaches for developing **Data Cleaning and Data Acceptance Rules**.
- Develop suitable policies for **Data Storage, Documentation and Disposal**.
- Identify how **data governance policies** should be developed and reviewed.

This course helps participants build a practical understanding of **organisational data governance**, evaluate existing data management practices and identify opportunities to improve their organisation's **data maturity**.

## Outline

### 1. Introduction to Data Governance

This module introduces the main concepts of **Data Governance**, its role within an organisation and the responsibilities associated with managing data throughout its lifecycle.

- Identify the **Data Lifecycle** and the responsibilities of key personnel.
- Explain the **purpose of Data Governance**.
- Recognise scenarios where **data governance processes are required**.
- Describe the different levels of **Organisational Data Maturity**.

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## 2. Data Ingestion Policies and Procedures

This module examines the **policies, procedures and security considerations** involved in bringing data into organisational systems.

- Identify **data sources and data flows**.
- Determine the **security requirements** associated with data ingestion.
- Explain how to **document data processes and workflows**.
- Apply **data classification** concepts.
- Identify the rules required to establish **data access policies**.

## 3. Quality and Compliance Requirements

This module explores how organisations can manage data in line with defined **quality standards and compliance requirements**.

- Interpret **Data Quality Metrics**.
- Identify sources of **internal and external organisational requirements**.
- Explain when **data quality checks** should be performed.
- Recognise approaches for establishing **organisational data rules**.
- Explore how to develop **Data Cleaning and Data Acceptance Policies**.

## 4. Data Storage and Disposal

This module focuses on the approaches used to store, document, manage and appropriately dispose of organisational data.

- Describe **Data Architectures**, **Data Modelling** and **Data Design**.
- Outline an inventory of **data sources and data flows**.
- Develop policies for **documenting and managing data content**.
- Identify processes for the **development and review of data policies**.