Data Governance Essentials Training

Duration: **1 Day**

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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**.