

**Course Concept****Online Information Management training****Date: 25.-27.11.2020**

Platform: TEAMS; pre-course material and tasks in Moodle

Emergency Services Academy Finland organises an online Information Management training. The course will take place on November 25<sup>th</sup> - 27<sup>th</sup> 2020.

**Course aim**

The training is an introduction to Information Management and related tasks. It aims to provide the participants with further understanding of what Information Management means, what kind of expectations different stakeholders have for IM and examples on how to produce IM products in practice.

**Course contents**

The course consists of four themes:

- Introduction to Information management: theoretical background
- Information management in operations: what are the requirements for information management in practice?
- Information management support - visualization of information: different means and methods to visualize information
- Information management products.

**Learning objectives**

After the training,

- participant is able to explain the concept of information management
- participant is able to describe the importance of information management with regards to EUCP/UNDAC teams' and OSOCC operations
- participant is able to identify and relate to different sources of information
- participant is able to identify different means to visualize information (e.g. office boards, infographics, handouts...), including mapping
- participant is able to recognize how to support EUCPT/UNDAC/OSOCC in information management tasks
- participant is able to relate to different means of producing information management products.



### Target group

Course is open for applications for the International Humanitarian Partnership countries. The target group includes experts looking to deploy to operations via e.g. EU Civil Protection Mechanism, IHP or UNDAC support, but have no mission experience of tasks related to IM.

Participants should have basic knowledge on international civil protection and actors such as Union Civil Protection Mechanism, UN, and IHP. UCPM CMI/TEC course is an asset, but not required.

Course language is English. Active participation is expected.

For Finnish participants this course is considered as TAST pre-deployment training (TAST jatkokurssi). Finnish participants must have passed

- the Basic Course on International Civil Protection or TAST basic (prior 2019)
- BSAFE online security awareness training
- Applicants who have passed TAST basic course in 2019 are prioritized.

### Technical requirements

Participants must have

- Working Internet connection
- Access to Microsoft Teams (browser version is sufficient)
- Headset
- Net camera (laptop integrated is sufficient)

### Pre-course tasks

Participants will be assigned with pre-course tasks. These must be finalised by latest one week before the course begins. Pre-course tasks require maximum of eight hours of independent work.



**Tentative program**

<b>Information Management Training (Online)</b>			
	<b>Day I</b>	<b>Day II</b>	<b>Day III</b>
9.-9.30	Welcome	Recap of day I	Recap of day II
	Introduction to Information management (theoretical background)	Information management in operations II	Information management support - visualization of information II
			Information management products Group assignment
12.10.-13	Break	Break	Break
	Introduction to Information management (theoretical background)	Information management in operations II	Information management products Group assignment
14.10-14.30	Break	Break	Break
	Information management in operations I	Information management support - visualization of information I	Information management products Group assignment
			Course wrap up and evaluation
16.20-16.30	Daily evaluation	Daily evaluation	

Detailed program will be distributed to participants before the course.