

OUR TEAM



WHY CHOOSE OUR TRAINING SERVICES?

- A comprehensive range of course topics can be tailored to meet your requirements.
- Greater flexibility is offered as you can choose the time and place (ours or yours) and select all or part of our standard content.
- Our mobile training facilities enable us to provide training at almost any location.

VALUE ADDED MENTORING AND SUPPORT SERVICE

Once the training course is over, what then? Don't despair and feel left to your own devices. SSA offers a mentoring and support service to guide and assist you.

WANT TO KNOW MORE?

Contact us today and receive personalised, professional advice on your requirements.

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SILLER SYSTEMS ADMINISTRATION

... tailored solutions for individual needs



TRAINING SERVICES

– high quality, practical sessions that make a difference



Siller Systems Administration (SSA)

is an independent consultancy and training service provider with extensive information and records management experience. SSA offers a number of course topics to meet your training needs.

SSA has:

- considerable experience in providing training services for large and small public and private sector organisations;
- a current, innovative and practical approach to training;
- extensive knowledge gained from experience with a large number of clients; and
- a high-level of technical and day-to-day familiarity and experience with all aspects of information and records management.

OUR APPROACH

We aim to deliver training that specifically meets your needs with 'real world' scenarios and topics provided by experienced trainers. We know how important it is to provide staff with the right background and skills in information and records management. Our trainers strive to create a learning environment that will stimulate interest in the topics and enable skills to be applied when attendees return to work.



SMALL GROUPS = PERSONAL ATTENTION

We train in small groups (preferably a maximum of ten) to enable trainers to provide personalised attention for each participant. This approach facilitates a relaxed atmosphere and a friendly environment where participants and trainers can openly discuss issues and ideas.

Training in your premises is priced by the day and not the delegate, which provides a cost effective solution if you have a number of people with the same training needs.

Our key trainers have significant experience and qualifications in information management and training.

OUR CLIENTS SAY

“Very clear, simple and concise; excellent”

“The trainer was really good and explained things really well. Training material was very clear”

“Trainers were very pleasant and knew their training material well”

“I liked the consistency; smooth sailing”

“The training course was easy but not monotonous and kept your mind thinking”

“Nice and clear with lots of activities to demonstrate the theory”

“Good insight obtained into the importance of accurate recordkeeping practices”

AVAILABLE COURSES

- An Introduction to Records Management
- Change Management
- Compiling Policy Statements and Procedures Manuals
- Compiling a Records Disposal Authority
- Compiling and Implementing a Records Management Thesaurus
- Disaster Preparedness and Response
- Implementing a Privacy Program
- Implementing a Records Disposal Program
- Information Management Legislation and Standards
- Information Risk Management
- Managing Electronic Information
- Marketing Records Management Services
- Using a Thesaurus for Records Titling and Indexing
- Project Management for Records and Information Managers
- Business Case Development for Records and Information Managers
- Train-the-trainer
- Systems specific (e.g. TRIM)