

Checklist

Education and Awareness for IM Professionals

Use the below to support your understanding and implementation of the guidance provided in the GuideBook: Education and Awareness for IM Professionals.

Understanding IM Education and Awareness

- The continual improvement through education and awareness is essential for all IM professionals to ensure that they have the expertise required to perform their duties effectively and stay up-to-date. It is critical that the IM professionals who support the IM Program are providing appropriate guidance/service to other employees, facilitating compliance with legal and regulatory requirements as well as overall business efficiency.
- Support for education and awareness of the organization's IM professionals enables the department or other public body to demonstrate its commitment to continued IM capacity growth.

IM Education

- Education is the process of imparting knowledge, skill and judgment that generally results in new or enhanced skills that permit an employee to perform their job with greater competency and confidence.

IM Awareness

- Awareness is becoming conscious, informed or knowledgeable about components of the IM program or best practices. Awareness is often used to reinforce education as well as disseminate new tools, processes, policy instruments.

Growing IM Competency

- A competency is a combination of experience, knowledge and understanding, skills and abilities that a person brings to a job. Education and awareness improves competency.
- Managers are able to use the competencies to identify the behaviors their employees must exhibit to support organizational priorities. Employees are able to use the competencies to identify their own priorities for learning and development.
- There are a number online resources (some free) as well as specific training that may need to be procured to address the organization's specific need.

Monitor and Verify

- Review and validate compliance, performance and capacity of the education and awareness needs of the organization.