

KIK Consulting & Educational Services – Educational & Training Services

Non-Invasive Data Governance™

Non-Invasive Metadata Governance™

Data Strategy and Metadata Stewardship and Management



KIK Consulting & Educational Services

2021 Educational Services Catalog



Robert S. Seiner

KIK Consulting & Educational Services, LLC (KIKConsulting.com)

The Data Administration Newsletter, LLC (TDAN.com)

Post Office Box 112571

Pittsburgh, Pennsylvania USA

412-220-9643

rseiner@tdan.com

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About the Instructor



Robert S. (Bob) Seiner is the President and Principal of KIK Consulting & Educational Services (KIKConsulting.com). In addition:

- Seiner has consulted with, and educated, many prominent organizations, in many industries, nationally and globally.
- Seiner authored the industry-leading book “[Non-Invasive Data Governance: The Path of Least Resistance and Greatest Success](#)”.
- Seiner speaks often at the industry’s leading conferences and is a frequently invited panelist and guest of industry podcasts.
- Seiner is an Adjunct Instructor with the Carnegie Mellon University (CMU) Heinz College CDataO post-graduate program.
- Seiner is the publisher of The Data Administration Newsletter (TDAN.com).

Educational Service Offerings

Details	Facilitated Workshop	Facilitated Workshop	Executive Session	Orientation Courses	Customized Courses
Please see the next few pages for complete descriptions and agendas.					
Days (Hours)	2-4 days (12 hours)	1-2 days (6 hours)	1/2 day (3 hours)	1/2 to 4 days (3 to 12 hours)	1/2 to 4 days (3 to 12 hours)
Cost	\$12,000.00*	\$7,500.00*	\$5,000.00	TBD	TBD
Per Person Charge for Greater Than 12 Attendees	\$750.00	\$500.00	N/A	TBD	TBD

- **Proposed agendas can be tailored as necessary to address specific client requirements.**
- **Adjustments to the agenda *may* require an additional cost for customization of topics.**

* For 12 Attendees

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How to Build & Implement a Non-Invasive Data Governance Program

2-4 Day (12 hour) Facilitated Workshop

The focus of this 12-hour (over 2 to 4 days) facilitated workshop is to thoroughly step through the core components of a successful Data Governance program while addressing each component from the perspectives and requirements of people at all levels of the organization. The workshop results in a preliminary customized Data Governance Framework that addresses the data, roles, processes, communications, metrics and tools that are required to build an active and sustainable program.

- Virtual or Onsite 12 hours of facilitated sessions (4 sessions x 3 hours).
- Scheduled over 2-4 days of elapsed time during the same work week (preferred).
- Copy of Non-Invasive Data Governance Book for All Attendees* ** shipped to a single address*
- Booklet of Tools, Templates and Models Shared Through Workshops
- **Interactive nature of the sessions provides client with the opportunity to work together to advance program components during the workshop.**
- **Results in a Customized Non-Invasive Data Governance Framework.**

2-4 Day (12 hour) Facilitated Workshop Agenda

Section 1 (~3 hours)

- Defining the Key Terms, Purpose, Policy and Best Approach for Your Data Governance Program
- Applying the Recognized and Proven Non-Invasive Data Governance Framework
- Sharing the Approach with Management and Convincing Stakeholders (What to say/Not to say)
- Gaining Senior Leadership Support, Sponsorship and Understanding

Section 2 (~3 hours)

- How to Assess Your Present State Against NIDG Best Practices
- Building an Actionable Program Roadmap and Plan from Assessment Recommendations
- Leveraging Business Glossaries, Data Dictionaries and Data Catalogs for Data Governance
- Developing the Program Backbone – An Operating Model of Roles & Responsibilities

Section 3 (~3 hours)

- Building a Data Governance Communications Plan
- Assuring Metadata Governance and Understanding It's Relationship to Data Governance
- How to Build and Use Proven Data Governance Tools and Templates
- Using Tools to Advance Your Data Governance Program

Section 4 (~3 hours)

- Selling Data Governance to Your Organization
- Operationalizing Data Governance and Addressing Future Opportunities
- Delivering a Successful and Measurable Program Pilot
- Immediate Application of the Information Provided in this Workshop
- Delivery of the Customized Data Governance Framework

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How to Build & Implement a Non-Invasive Data Governance Program

1-2 Day (6 hour) Facilitated Workshop

The focus of this 6-hour (over 1 or 2-days) facilitated workshop is to step through the core components of a successful Data Governance program while addressing each component from the perspectives and requirements of people at all levels of the organization. The workshop results in detailed discussion and knowledge transfer around the foundational components required to implement a successful Data Governance program.

- Virtual or Onsite (if permitted) 6 hours of facilitated sessions (2 sessions x 3 hours).
- Scheduled over 1-2 days of elapsed time during the same work week (preferred).
- Copy of Non-Invasive Data Governance Book for All Attendees* ** shipped to a single address*
- Booklet of Tools, Templates and Models Shared Through Workshops
- **Interactive nature of the sessions provides client with the opportunity to work together to advance program components during the workshop.**

1-2 Day (6 hour) Facilitated Workshop Agenda

Section 1 (~3 hours)

- Key Terminology, Purpose, Policy, Approach for Your Program
- Data Governance Framework
- Communicating Effectively with Management and Stakeholders
- Senior Leadership Support, Sponsorship and Understanding
- Actionable Program Roadmap and Plan
- Glossaries, Dictionaries and Catalogs for Data Governance

Section 2 (~3 hours)

- Operating Model of Roles & Responsibilities
- Communications Planning
- Metadata and Governance – The Importance of Governed Data Context
- Selling Data Governance to Your Organization
- Operationalizing Data Governance
- Delivering a Measurable Program

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Implementing a [Non-Invasive] Data Governance Program

Half-Day Facilitated Executive Session

The purpose of this three-hour facilitated session is to quickly and effectively raise the knowledge level of Leadership and Management regarding their understanding of the whats, whys and hows of Data Governance, best practice and roadmap development, strategy and policy advancement, program management and administration, communications, awareness, and data literacy. Tools are introduced as an enabler of data governance success.

- Virtual or Onsite (if permitted) 3 hours of facilitated sessions (1 session x 3 hours).

Half-Day Facilitated Executive Session Agenda

Section 1 (~3 hours)

- Key Terminology, Purpose, Policy, Framework and Approach for Your Program
- Senior Leadership Support, Sponsorship and Understanding
- Actionable Program Roadmap and Plan
- Roles & Responsibilities and Communications Planning
- Selling Data Governance to Your Organization
- Operationalizing Data Governance and Delivering a Measurable Program
- Tools of Data Governance – Glossaries, Dictionaries and Catalogs

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Orientation Courses (for Business and IT Groups)

- Virtual or Onsite (if permitted) as 1/2, 1, 2, 3 or 4-day sessions.
- Designed specifically (ad-hoc) per client requirements and session length and cadence.
- Repeatable education appropriate for orientation of the organization (business and IT groups) to the concepts and expectations of implementing formal data governance.
- Agendas to be customized for client's interests and audience members.

Sample Subjects for Orientation Courses (for Business and IT Groups)

Ideas for Ad-Hoc Sessions: (typically 3-12 hours)

- Focused Data Governance Education (customize topics from agendas on prior pages)
- Delivering a Data Governance Policy or Set of Federated Guidelines
- Determining the Appropriate Data Governance Purpose, Definition, and Best Practices
- Creating a Set of Data Governance Roles and Responsibilities
- Three Cs of Data Governance: Collaboration, Coordination and Cooperation
- Three Os of Data Governance Communications: Orientation, Onboarding and Ongoing
- Building a Data Governance Opportunity Intake Process and Operationalizing Data Governance
- Completely Customizable for the Client

Customized Courses

- How to Govern Your Metadata
- How to Deliver a Complete Set of Data Governance Roles & Responsibilities
- How to Deliver a Metadata Plan
- Align Data Governance with Records and Information Management
- Gaining & Sustaining Senior Leadership Buy-In
- The Real Work – How to Operationalize Data Governance
- How to Implement Data Governance in a Non-Invasive Way
- Building and Using Data Governance Maturity Models
- How to Get Started with Data Governance
- Others ... Developed and Customized on Request – Please ask for a quote!

Contact

- Robert (Bob) S. Seiner
KIK Consulting & Educational Services (KIKconsulting.com) – [Landing page for courses available soon!](#)
The Data Administration Newsletter (TDAN.com)
rseiner@tdan.com, 412-220-9643