



C² Technologies, Inc.

DEVELOPING RECORDS MANAGEMENT TRAINING

C² Technologies, Inc. is a full-service provider of Human Capital and performance solutions, including Training and e-Learning solutions that meet the most demanding requirements of Government. C² brings innovation, integration, and life-cycle service to its customers.

C² CORE BUSINESS AREAS

Training & Development

- Traditional Training
- Electronic Learning Solutions
- Knowledge Management

Program Management & Support Services

Strategic Human Capital Management

- Workforce Planning
- Recruitment and Selection
- Retention
- Workforce Productivity

Information Technology



COURSES DEVELOPED FOR RECORDS MANAGEMENT

- Records Management for Everyone
- Emergency Planning and Response for Vital and Essential Information (EVE)
- Vital Records
- Records Emergency Planning and Response
- Records Management for Everyone
- Records Management: A Survival Guide for Information Technology Professionals
- Basic Records Operations
- Basic Electronic Records Management
- Advanced Electronic Records Management
- The Case for Records Management: Issues for Federal Agency Counsel
- Recordkeeping: A Program Manager's Survival Guide
- Knowledge Area 1: Records Management Overview
- Knowledge Area 2: Creating and Maintaining Agency Business Information
- Knowledge Area 3: Records Scheduling
- Knowledge Area 4: Records Schedule Implementation
- Knowledge Area 5: Asset and Risk Management
- Knowledge Area 6: Records Management Program Development
- Introduction to NARA WBT

NEW

- Basic Records Operations Webinar
- Vital Business Information Webinar
- Information Security
- National Declassification Training Program