

# RECORDS MANAGEMENT SOLUTIONS FOR THE FEDERAL GOVERNMENT

**C<sup>2</sup> 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. C<sup>2</sup> brings innovation, integration, and life-cycle service to its customers.

## C<sup>2</sup> 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

