



Most companies will tell you that people are their most important asset. We believe intellectual capital is a close second.

If you're like many organizations, the vast majority of your intellectual capital is stored electronically. Intranet systems often contain massive amounts of key data – much of it in disorganized chaos. Not having an effective content management system is like taking your company's critical documents, reports, and manuals and shoving them in a messy cabinet. Can your staff find the information they need, quickly and consistently? Give your team the tools to take advantage of all the electronic resources your company has to offer.

### **Organizational Knowledge Assets: Business Information Management**

Increase productivity and improve decision-making by putting your company's intellectual capital at your team's fingertips. Our experts create a customized content management strategy that will organize your company's knowledge assets in a logical, easy-to-use structure.

#### YOUR COMPETITIVE ADVANTAGE:

- Stop feeling stuck because you cannot find the information you need. We'll organize your business-critical data with a customized, taxonomy and classification structure.
- Ensure employees know what resources are available and understand usage policies. If your employees can't find it, they can't use it. We create guidelines for organizing, labeling, and maintaining electronic resources.
- Increase employee retention. Our experience shows that satisfaction suffers when disorganization prevents employees from achieving their best results. We will give your team the tools they need to perform efficiently.
- Protect intellectual assets against layoffs, terminations, and resignations. Companies may make the mistake of concentrating assets in one or two individuals. We help you avoid this risk with company-wide participation in a content management system.
- Maximize productivity and protect intellectual capital. You hired intelligent people; make the most of the assets they produce. We enable you to easily locate and reuse resources.
- Optimize consistency, timeliness, and accuracy among multiple offices/departments. We can ensure your employees find and use up-to-date resources, wherever they work.

*You've spent years building your company's intellectual capital. Make sure your employees can find it. Empower managers to leverage your intellectual capital.*

Contact Jan Sykes, [jansykes@4Info-Management.com](mailto:jansykes@4Info-Management.com) or 847-961-4667 to start discussing solutions for your knowledge retention and information management needs.