

Administrative Information Management System (AIMS)

Training for Tomorrow's Technology



The Administrative Information Management System (AIMS) will bring changes to the way tasks are completed within the new system, particularly for those working in Human Resources, Finance or Supply Chain.

For the majority of employees, there will be quick reference guides in a familiar work standard format to provide step-by-step instructions for uncomplicated tasks. Employees working in Human Resources, Finance and Supply Chain will have instructor-led training in a classroom setting with participants engaging in a hands-on walk through of the system. To complement this training, there are also in-system prompts providing instruction on how to complete each step of the process.

Computer-based training is well suited for moderately complex tasks that require no hands-on training. Options will include short self-study videos with voice-over and narration that walk employees

through screenshots of the system.

For further details on the AIMS Training Plan, please visit AIMSproject.ca.