

Course Overview:

This Document Control Specialist training course covers the strategies, tools, and technologies used to capture, categorise, manage, store, preserve/archive, and deliver documents and records in support of business processes.

Course Objective:

- To understand document and records management lifecycle
- Help create business case and requirements for the selection and procurement of document and records management
- Concepts for managing information and content, such workflow, business process and collaboration
- Learn about legislation, standards and regulation
- Review industry leading solutions and vendors in this marketplace Using metadata, business classification scheme, taxonomy and setting retention plans

Course Outline:

- Strategy and Understanding Key Elements of Documents & Records Management Compliance
- Introduce Document and Records Management
- Business requirements for Managing Document and Records
- Managing Information as an Asset
- Understanding the Terminology
- Document and Records Management Strategies
- Document and Records Lifecycle
- Capture and Storage Management
- Storage and Handling
- Preservation and Archiving
- Information Gathering: audit and survey
- Building a Business Case
- Implementation Planning
- Information Audit: monitoring compliance

Who Should Attend:

- Professionals and leaders who wish to learn more about document management strategies for improving organisational efficiency
- Personnel moving into leadership roles to embrace better controls for managing paper and electronic documents
- Information Security Professionals
- Document Controllers and Administrators
- Document and Records Management Personnel
- Document Management Supervisors
- Suppliers, Solution Providers and Vendors

Training Language:

Eng/Ar

Training Methodology:

- Presentation & Slides
- Audio Visual Aids
- Interactive Discussion
- Participatory Exercise
- Action Learning
- Class Activities
- Case Studies
- Workshops
- Simulation

Venue | Date | Fees

Khobar | 18-08-2024 | 10,350 SAR