CERTIFICATE IN ADVANCE DOCUMENT, RECORDS AND ENTERPRISE CONTENT MANAGEMENT

21st - 22nd April 2025

30th - 31st July 2025

ONLINE TRAINING

Major Benefits of Attending

By end of this course, delegates will be able to: -

- **UNDERSTAND** advanced records management policies procedures, standards including information security standards
- **DEVELOP** business case and requirements for the selection and procurement of document and records management
- **CREATE** a records management and information security plan of action to implement in their organization and **LEARN** from best practice implementations and case studies;
- **DISCOVER** advanced concepts for managing information and records, such workflow, file plan, archiving, auditing, compliance and version control
- **REVIEW** industry leading solutions and vendors in this marketplace
- **APPLY** metadata, business classification scheme, taxonomy and setting retention plans
- **LEARN** how to implement legislation, standards and regulation
- **CREATE** advanced policies and procedures
- **SETTING UP** access controls and security procedures
- **DEVELOP** storage models, audit trail and storage technologies

Course Methodology

This 2-day e-Learning Course will be conducted via ZOOM - Webinar / Video Conferencing. Delegates are required to have a working Webcam and Headset with Microphone. For a smooth conferencing, delegates should have an Internet Speed of at least 8Mbps Download and 1.5Mbps Upload Speed.

Why you Should Attend?

This programme covers all the essential skills and advanced concepts for managing records and information in accordance with international standards such as ISO15489, BS 10025 and ISO27001. There will be discussions on the use of software, best practice implementation as well as applying all the key concepts.

The programme will concentrate on the advanced skills required to effectively deploy and maximize the benefit of records management as well as manage the information security and outcomes and deliver business benefits. All participants will return to their organizations with a detailed and advanced understanding and have developed action plans to implement records management and information security, auditing and compliance successfully in their organisations.

Who Should Attend?

The seminar is specifically designed for: -

- Professionals and leaders who wish to learn more about document management strategies for improving organizational efficiency
- Personnel moving into leadership roles to embrace better controls for managing paper and electronic documents
- Information security professionals
- Document controllers and administrators
- IT Management and technical staff
- Records managers
- Document controllers
- Document and Records Management personnel
- Document Management Supervisors
- Suppliers, Solution Providers and Vendors
- Executives
- Users of Document and Records Management
- Personnel seeking to enhance their skills

Organized by:

FDB