



Administration and Office Efficiency

Certificate in Document Control and Information Governance

Course Introduction

This course offers a comprehensive insight into Document Control and Records Management, equipping Document Controllers, Records Managers, and relevant personnel with the necessary skills to enhance the management of vital documents within their organizations. By utilizing established best practices and proven methodologies, participants will learn to grasp and implement essential document control strategies and improvement initiatives while also recognizing the broader implications of information management challenges.

Course Methodology

The training will incorporate a mix of informative presentations, collaborative discussions, practical case studies, and hands-on exercises rooted in real-world scenarios.

Target Audience

- Risk assessment and management
- Analysis of document processes
- Familiarity with relevant standards and regulations
- Document categorization and identification
- Management of document registers

Learning Objectives

- Articulate how Document Control and Records Management align with their organization's strategic goals and operational context.
- Implement fundamental Document Control and Records Management techniques for effective organization and management of documents and records.

- Identify common pitfalls in document control processes and devise strategies for improvement.
- Develop and execute a Document Control and Records Management (DCRM) solution.
- Utilize best practices and essential standards in Document Control and Records Management.

Course Outline

• 01 Day One

Foundations of Document Control

- Grasping the fundamentals of document control
- Examining relevant standards in document control
- Identifying key elements essential for effective document control
- Managing project deliverables
- Types of documents and templates
- Handling transmittals

• 02 Day Two

Implementing Document Control

- Ensuring document quality
- Understanding quality standards and requirements
- Establishing procedures and defining roles
- Managing document distribution
- Utilizing document control systems effectively

• 03 Day Three

Records Management Techniques

- Understanding the records management lifecycle
- Document capture and classification
- Utilizing metadata for improved management
- Promoting collaboration and efficient searching
- Managing retention, archiving, and disposal processes

• 04 Day Four

Planning for Document Control and Records Management

- Identifying drivers for effective document control and records management
 - Navigating standards and regulatory guidance
 - Building a business case for implementation
 - Conducting risk analyses
- **05 Day Five**

Implementing Document Control and Records Management

- Designing a tailored DCRM solution
- Assessing requirements for the proposed solution
- Choosing and deploying a DCRM system
- Managing migration processes
- Ensuring continuity of operations during implementation

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
May 11, 2025	May 15, 2025	5 days	4250.00 \$	KSA - Riyadh
Sept. 1, 2025	Sept. 5, 2025	5 days	4250.00 \$	UAE - Dubai
Dec. 22, 2025	Dec. 26, 2025	5 days	4250.00 \$	UAE - Dubai