



Administration and Office Efficiency

Documents Management System

Course Introduction

Efficient document management is essential for organizational productivity, regulatory compliance, and seamless information sharing. A well-structured Document Management System (DMS) streamlines operations, reduces human error, supports digital transformation, and enhances decision-making through secure and accessible information.

This 3-day course offers participants a comprehensive understanding of designing, implementing, and managing a modern DMS. It covers classification standards, version control, automation tools, access rights, legal compliance, and practical case applications.

Target Audience

- Information Management Professionals
- IT and System Administrators
- Compliance and Legal Personnel
- Project Managers and Operations Leaders
- Department Heads and Office Managers
- Consultants and Business Analysts
- Archivists and Librarians
- Anyone Involved in Digital Transformation Projects

Learning Objectives

- Understand the strategic role of document management in organizational efficiency and governance.
- Identify the core components and lifecycle stages of a Document Management System.
- Apply industry best practices in categorizing, storing, retrieving, and archiving documents.
- Utilize digital tools and platforms to automate workflows and ensure real-time access.
- Address compliance, audit trails, data security, and legal considerations in document handling.
- Design a DMS framework tailored to their organizational needs.

Course Outline

• DAY 01

Foundations of Document Management

- Introduction to Document Management Systems
- Objectives and business value of DMS
- Types of documents: structured vs. unstructured
- Document lifecycle: creation, storage, usage, retention, and disposal
- Challenges in traditional document handling
- Key principles in setting up a DMS

• Day 02

Digital Transformation and Workflow Automation

- Transition from manual to digital systems
- Electronic Document and Records Management Systems (EDRMS)
- Classification and indexing techniques
- Version control and audit trails
- Tools for workflow automation and document tracking
- Document sharing, collaboration, and cloud storage considerations
- Security and access control frameworks

• Day 03

Governance, Compliance & Implementation Planning

- Regulatory standards (ISO 15489, GDPR, etc.)
- Risk management in document handling
- Developing and enforcing document policies
- Legal and ethical considerations in document retention and disposal
- Internal auditing and compliance monitoring
- DMS implementation roadmap: planning, training, and change management
- Action planning workshop: building a DMS plan for your organization

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Aug. 11, 2025	Aug. 13, 2025	3 days	3250.00 \$	UAE - Abu Dhabi
Oct. 27, 2025	Oct. 29, 2025	3 days	3250.00 \$	UAE - Dubai