

Certificate in Document Control and Records Management (CDCRM)

Professional training programme



SPARK TRAINING

Professional training courses for leaders, specialists, and organizations seeking practical capability development.

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— Workshop Overview

Course overview is available on request.

Why Attend

This course uses instructor-led sessions, guided discussion, and practical workplace application exercises.

Who Should Attend

Professionals responsible for administration and secretarial decisions and reporting.

Managers and specialists seeking practical, job-ready knowledge.

Team members who support planning, control, and performance improvement.

Professionals who want to apply the course topics

— Learning Objectives

— Course Outline

— Upcoming Classroom Dates

DATE	LOCATION	FEE
5 - 9 October 2026	Istanbul - Türkiye	€1,425
16 - 20 November 2026	Vienna - Austria	€2,125
7 - 11 December 2026	Barcelona - Spain	€1,925
11 - 15 January 2027	Kuala Lumpur - Malaysia	€1,400
8 - 12 February 2027	Munich - Germany	€2,125
8 - 12 March 2027	Amsterdam - Netherlands	€2,125
12 - 16 April 2027	Cape Town - South Africa	€1,420
10 - 14 May 2027	Istanbul - Türkiye	€1,425

— Certificate and Registration

Participants who attend and complete the full programme receive a SPARK Training Certificate of Completion. For registration, in-house delivery, or availability questions, contact info@sparktraining.eu or +31 85 115 0004.