

Certificate in Document Control and Records Management (CDCRM)

Course code: AS-001



SPARK TRAINING

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

info@sparktraining.eu

+31 85 115 0004 | sparktraining.eu

— Workshop Overview

This course provides a strong understanding of the concepts of Document Control and Records Management and develops the requirements to help Document Controllers, Records Managers and other staff improve the control of critical documents across the organization. Using best practice and time-proven methodologies and techniques, the course enables participants to understand and implement key document control methods and improvement plans, and to understand the impact of wider information management issues and challenges.

Why Attend

This course uses a combination of presentations, group discussions, case studies and exercises based on real life situations.

Who Should Attend

This course is designed for anyone from administration to management, with full or some responsibility, at a corporate and operational level, for document and records management, document control, compliance and information governance.

— Learning Objectives

- Explain how Document Control and Records Management fits within the business objectives and environment of their organizations.
- Apply key Document Control and Records Management concepts and techniques to organizing and managing documents and records.
- Describe the most common reasons for poor document control, and how to improve the process.
- Explain the process of planning and implementing a Document Control and Records Management (DCRM) solution.
- Apply best practice, yet key standards to Document Control and Records Management.

Course Outline

DAY
1

Foundations of Document Control

- Understanding document control fundamentals
- Analyzing standards related to document control
- Identifying the important elements of document control
- Managing deliverables for your projects
- Document identification
- Document types
- Templates
- Transmittals

DAY
2

Implementing Document Control

- Ensuring quality
- Quality standards
- Procedures and specifications
- Roles and responsibilities
- Document distribution
- Document control systems

DAY
3

Records Management Techniques

- Records management lifecycle
- Capture
- Classification
- Metadata
- Collaboration
- Searching
- Retention, Archiving and Disposal

DAY
4

Planning for Document Control and Records Management

- Drivers for document control and records management
- Standards and guidance
- Regulations
- The business case
- Risk analysis

DAY
5

Implementing Document Control and Records Management

- Designing a DCRM solution
- Requirements for a solution
- Selecting and implementing a DCRM system
- Migration
- Business as usual

— Upcoming Classroom Dates

Schedule available on request. Contact SPARK Training for current dates, locations, and fees.

— 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.