

Document Control & Records Management: Best Practices Course

IT & IT Engineering
Brussels (Belgium)
04 - 08 Aug 2025

UK Traininig

PARTNER



Document Control & Records Management: Best Practices Course

Ref: 3156_137176 **Date:** 04 - 08 Aug 2025 **Location:** Brussels (Belgium) **Fees:** 4400 **Euro**

Course Description

This comprehensive 5-day course provides participants with essential knowledge and practical skills in document control and records management. Attendees will learn industry best practices, regulatory compliance, and digital tools to effectively manage organizational information assets.

Learning Objectives

- Understand fundamental principles of document control and records management
- Implement effective document lifecycle management processes
- Develop strategies for ensuring regulatory compliance and information security
- Utilize digital tools and systems for efficient document and records management
- Apply best practices for organizing, storing, and retrieving information

Course Modules

Day 1: Foundations of Document Control and Records Management

- Introduction to document control and records management concepts
- Regulatory landscape and compliance requirements
- Document lifecycle management
- Roles and responsibilities in information governance

Day 2: Document Control Processes and Best Practices

- Document creation, review, and approval workflows
- Version control and change management
- Document naming conventions and metadata
- Document distribution and access control

Day 3: Records Management Strategies

- Records classification and retention schedules
- Physical and electronic records management
- Legal holds and e-discovery processes
- Records disposal and destruction methods

Day 4: Digital Tools and Systems

A graphic featuring a chessboard with several chess pieces (a king, a queen, and a pawn) and concentric circles emanating from behind them. The text 'UK Training PARTNER' is overlaid on the image.

UK Training
PARTNER

- Document management systems DMS overview
- Electronic records management systems ERMS
- Cloud-based document control solutions
- Integration with enterprise content management ECM platforms

Day 5: Implementation and Continuous Improvement

- Developing document control and records management policies
- Training and change management strategies
- Auditing and quality control measures
- Continuous improvement and emerging trends

Practical Wins for Participants

- Create a customized document control and records management framework
- Implement effective version control and change management processes
- Develop a records retention schedule aligned with regulatory requirements
- Select and configure appropriate digital tools for document and records management

A graphic of a chessboard with several chess pieces. A large gold king piece is prominent in the foreground, with a silver pawn and a silver knight behind it. In the background, there are concentric circles emanating from a point on the board.

UK Training
PARTNER

Blackbird training cities



Amman (Jordan)



Amsterdam (Netherlands)

Accra (Ghana)

Annecy (France)

Baku (Azerbaijan)

Bali (Indonesia)

Bangkok (Thailand)

Bangkok (Thailand)

Barcelona (Spain)

Batumi (Georgia)

Beijing (China)

Beirut (Lebanon)

Berlin (Germany)

Birmingham (UK)

Bordeaux (France)

Boston, Massachusetts (USA)

Brussels (Belgium)

Cairo (Egypt)

Cape Town (South Africa)

Casablanca (Morocco)

Cascais (Portugal)

Copenhagen (Denmark)

Doha (Qatar)

Dubai (UAE)

Düsseldorf (Germany)

UK Training
PARTNER



Blackbird Training Category



Human Resource



Audit & Quality Assurance



Finance, Accounting, Budgeting



Marketing, Sales, Customer Service



Secretary & Admin



Law and Contract Management



Project Management



IT & IT Engineering



Supply Chain & Logistics



Management & Leadership



Professional Skills



Oil & Gas Engineering



Health & Safety



Telecom Engineering



Hospital Management



Customs & Safety



Aviation



C-Suite Training



Agile and Refinement



Blackbird training Clients



MANNAI Trading
Company WLL,
Qatar



Alumina Corporation
Guinea



Booking.com
Netherlands



Oxfam GB International
Organization,
Yemen



Capital Markets
Authority,
Kuwait



Waltersmith Petroman Oil Limited
Nigeria



Qatar National Bank
(QNB),
Qatar



Qatar Foundation,
Qatar



AFRICAN UNION ADVISORY
BOARD ON CORRUPTION,
Tanzania



KFAS
Kuwait



Reserve Bank of
Malawi,
Malawi



Central Bank of Nigeria
Nigeria



Ministry of Interior
Kingdom of Saudi Arabia
KSA



Mabruk Oil Company
Libya



Saudi Electricity
Company,
KSA



BADAN PENGELOLA
KEUANGAN Haji,
Indonesia



NATO
Italy



ENI CORPORATE
UNIVERSITY,
Italy



Gulf Bank
Kuwait



General Organization for
Social Insurance
KSA



Defence Space Administration
Nigeria



National Industries
Group (Holding),
Kuwait



Hamad Medical
Corporation,
Qatar



USAID
Pakistan



STC Solutions,
KSA



North Oil company,



EKO Electricity



Oman Broadband



UNITED NATIONS
UN.



Authority for

UK Training
PARTNER



LONDON TRAINING PROVIDER



www.blackbird-training.com



training@blackbird-training.com



+44 7480 775526 / +44 7401 177335