Document Control Specialist: Mastering Information Management

15 – 19 February 2027
Geneva (Switzerland)



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Why This Course

Effective document control is a cornerstone of organizational efficiency, regulatory compliance, and quality assurance. The Document Control Specialist Program is an intensive 1-week training designed to provide participants with the practical knowledge, technical tools, and strategic understanding required to manage documents and information assets with precision and consistency.

Through a balanced mix of theory, best practices, and hands-on exercises, participants will master the entire document lifecycle — from creation and classification to revision, distribution, and digital archiving. The course also introduces leading Electronic Document Management Systems EDMS and compliance frameworks, preparing participants to operate confidently in both manual and digital document environments across industries.

What You'll Learn and Practice

By completing this program, participants will:

- Understand document control principles, workflows, and best practices.
- Manage the complete document lifecycle efficiently and securely.
- Design classification systems, version control, and distribution protocols.
- Utilize EDMS tools to enhance document accuracy and accessibility.
- Ensure compliance with quality, regulatory, and information management standards.

The Program Flow

Day 1: Introduction to Document Control

- Role and responsibilities of a Document Control Specialist.
- Fundamentals and importance of document control in organizations.
- Document lifecycle management and control methodologies.
- Overview of document control software and digital tools.

Day 2: Document Classification and Organization

- Building and maintaining effective classification structures.
- Metadata management, indexing, and file naming conventions.
- Version control techniques for consistency and traceability.
- Strategies for secure document storage and efficient retrieval.



Day 3: Document Distribution and Control

- Designing document distribution and approval workflows.
- Managing revisions, updates, and approval processes.
- Implementing document access controls and security permissions.
- Tracking document history and maintaining audit trails.

Day 4: Electronic Document Management Systems EDMS

- Overview of EDMS features, functionalities, and architecture.
- Implementation strategies and user adoption planning.
- Best practices for managing digital documentation workflows.
- Integrating EDMS with enterprise content management ECM systems.

Day 5: Compliance and Quality Assurance

- International standards and regulatory frameworks for document control ISO 9001, ISO 15489.
- Quality assurance processes for document management systems.
- Conducting internal document control audits and corrective actions.
- Continuous improvement and digital transformation strategies.

Individual Impact

- Gain the technical and organizational skills to manage documents efficiently.
- Build proficiency in using digital document management systems.
- Strengthen compliance awareness and quality documentation practices.
- Enhance career readiness for roles in document control, quality, or compliance management.

Organizational Impact

- Improve document consistency, traceability, and accessibility.
- Strengthen compliance with internal and external standards.
- Reduce operational risks through robust document control procedures.
- Support digital transformation initiatives and process efficiency.

Training Methodology

The program integrates conceptual learning with hands-on application through:

- Practical workshops on document classification, version control, and digital archiving.
- Interactive sessions on EDMS configuration and implementation.
- Case studies demonstrating document control excellence across industries.
- Group discussions and guided exercises on compliance and quality management.



Beyond the Course

Upon completion, participants will be equipped to implement, manage, and optimize document control systems that enhance accuracy, efficiency, and compliance across their organizations.

Graduates of this program will emerge as competent Document Control Specialists — capable of ensuring the integrity, reliability, and accessibility of organizational information assets.

