

# **Document Control Specialist: Mastering Information Management**

IT & IT Engineering  
Toronto (Canada)  
27 - 31 Oct 2025

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## **Document Control Specialist: Mastering Information Management**

**Ref:** 3157\_137200 **Date:** 27 - 31 Oct 2025 **Location:** Toronto (Canada) **Fees:** 4700 **Euro**

### **Course Description**

This comprehensive 5-day course equips participants with the skills and knowledge needed to excel as Document Control Specialists. Covering everything from document lifecycle management to electronic document management systems, this course provides a solid foundation for effective information management in any organization.

### **Learning Objectives**

- Understand the principles and best practices of document control
- Master document lifecycle management techniques
- Learn to implement effective classification and distribution systems
- Gain proficiency in using electronic document management tools
- Develop skills to ensure compliance with industry standards and regulations

### **Course Modules**

#### **Day 1: Introduction to Document Control**

- Role and responsibilities of a Document Control Specialist
- Document control principles and best practices
- Overview of document lifecycle management
- Introduction to document control software and tools

#### **Day 2: Document Classification and Organization**

- Creating effective document classification systems
- Metadata and indexing techniques
- File naming conventions and version control
- Document storage and retrieval strategies

#### **Day 3: Document Distribution and Control**

- Document distribution protocols and procedures
- Managing document revisions and updates
- Implementing document access controls and security measures
- Tracking document changes and maintaining audit trails

#### **Day 4: Electronic Document Management Systems EDMS**

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- Overview of EDMS features and functionalities
- Implementing and configuring EDMS solutions
- Best practices for digital document management
- Integration of EDMS with other business systems

## **Day 5: Compliance and Quality Assurance**

- Industry standards and regulations for document control
- Implementing quality assurance processes
- Conducting document control audits
- Continuous improvement strategies for document management

## **Practical Wins for Participants**

- Ability to implement a robust document control system in their organization
- Proficiency in using electronic document management tools to streamline processes
- Skills to ensure compliance with industry standards and regulations
- Techniques to improve document accessibility and reduce information retrieval time

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+44 7480 775526 / +44 7401 177335