

Document Control Specialist: Mastering Information Management

IT & IT Engineering
Maldives (Maldives)
30 Jun - 04 Jul 2025

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A large, detailed image of chess pieces on a checkered board. In the foreground, a gold king piece stands prominently on a light square. To its left, a silver pawn is on a dark square. Further back, another silver pawn is visible. The background features concentric circles radiating from behind the king piece, creating a sense of depth and focus.

Document Control Specialist: Mastering Information Management

Ref: 3157_137211 **Date:** 30 Jun - 04 Jul 2025 **Location:** Maldives (Maldives) **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

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. The board has a checkered pattern, and there are concentric circles in the background.

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