

Document Control Specialist: Mastering Information Management

IT & IT Engineering
Accra (Ghana)
28 Jul - 01 Aug 2025

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A close-up photograph of chess pieces on a checkered board. In the foreground, a large, ornate gold king piece stands prominently. To its left, a smaller silver pawn is visible. Further back, another silver pawn is positioned. The background features concentric circles, suggesting a target or a strategic focus.

Document Control Specialist: Mastering Information Management

Ref: 3157_137214 **Date:** 28 Jul - 01 Aug 2025 **Location:** Accra (Ghana) **Fees:** 3300 **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 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.

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www.blackbird-training.com



training@blackbird-training.com



+44 7480 775526 / +44 7401 177335