



IT062: Advanced Document and Records Management Compliance

Training Description:

This training course covers advanced strategies, tools, and technologies used to capture, categories, manage, store, preserve (archive), and deliver vital business records in support of business processes. There will be discussions on the use of software, best practice implementation as well as applying all the key concepts. This training course will concentrate on the advanced skills required to effectively deploy and maximize the benefit of records management as well as manage the information security and outcomes and deliver business benefits. All participants will return to their organizations with a detailed and advanced understanding and have developed action plans to implement records management and information security, auditing and compliance successfully in their organizations.

Training Objectives:

By the end of the training, participants will be able to:

- ✓ Understand advanced records management policies, procedures, standards including information security standards
- ✓ Help develop business case and requirements for the selection and procurement of document and records management
- ✓ Create a records management and information security plan of action to implement in their organization and learn from best practice implementations and case studies
- ✓ Learn advanced concepts for managing information and records, such workflow, file plan, archiving, auditing, compliance and version control
- ✓ Review industry leading solutions and vendors in this marketplace
- ✓ Using metadata, business classification scheme, taxonomy and setting retention plans
- ✓ Learn how to implement legislation, standards and regulation
- ✓ Create advanced policies and procedures
- ✓ Setting up access controls and security procedures
- ✓ Develop storage models, audit trail and storage technologies

Training Designed for:

This course is intended for IT Management, Records managers, Document controllers, Technical staff, Document and Records Management personnel, Document Management Supervisors, Suppliers, Solution Providers and Vendors, Executives, Users of Document and Records Management and Personnel seeking to enhance their skills.

Training Requirement:

“Hand’s on practical sessions, equipment and software will be applied during the course if required and as per the client’s request.”

Contents can be adapted to your specific wishes. It is therefore possible to focus on specific modules of the training course as per client’s learning needs and objectives. Further, it should be forwarded to us a month prior to the course dates.

Training Program:

FIVE DAYS:

- ❖ **STRATEGY AND UNDERSTANDING KEY ELEMENTS**
 - Introduce advanced records management, ISO15489
 - Review information security ISO27001
 - Creating records management audit register
 - Create file plans, metadata plan, retention schedule
 - Understanding security and compliance
- ❖ **CONCEPTS AND SET UP COMPONENTS**
 - Business classification scheme and taxonomy
 - Document control
 - Metadata and indexing
 - Classification schemes
 - Compliance, controls and security
 - Legislation, standards and regulation
- ❖ **IT PROCESS AND DELIVERY**
 - Review IT records management systems
 - Review ECM systems
 - Scanning and legal issues
 - Archiving and retention requirements
 - Digital signatures
- ❖ **IMPLEMENTATION PLANNING**
 - Implementation planning
 - Setting up controls for ISO15489 and ISO27001
 - Creating policies and procedures
 - Creating a records management action plan
- ❖ **CASE STUDIES**
 - Introduction to case studies
 - Group 1 – Strategy
 - Group 2 – Concepts
 - Group 3 – Process
 - Presentations
- ❖ Course Conclusion
- ❖ POST-ASSESSMENT and EVALUATION

Training Methodology:

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:

- 30% Lectures, Concepts, Role Play
- 70% Workshops & Work Presentations, Techniques, Based on Case Studies & Practical Exercises, Gamification, Software & General Discussions
- Pre and Post Test

Training Certificate(s):

CMCT Internationally recognized certificate(s) will be issued to each participant who completed the course.

Training Fees:

As per the course location - This rate includes participant's manual, hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Note: The 5% VAT (Value Added Tax), will be effective starting 01st of January 2018 as per the new regulation from the UAE Government. The VAT applies for all quotation both for local and abroad.

Training Timings:

Daily Timings:

07:45 - 08:00	Morning Coffee / Tea
08:00 - 10:00	First Session
10:00 - 10:20	Recess (Coffee/Tea/Snacks)
10:20 - 12:20	Second Session
12:20 - 13:00	Recess (Prayer Break & Lunch)
13:00 - 14:00	Last Session

For training registrations or in-house enquiries, please contact:

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