

€ TRAINING

Documents Controller



23 - 27 June 2025
Bangkok (Thailand)



Documents Controller

REF: K2153 DATE: 23 - 27 June 2025 Venue: Bangkok (Thailand) - Fee: 6960 Euro

Introduction:

This training program is tailored to provide participants with the essential skills for managing documents and records effectively. By mastering document control processes, tools, and standards, participants will enhance workflow efficiency and ensure compliance with organizational requirements and legal regulations.

Program Objectives:

At the end of this program, participants will be able to:

- Understand how Document Control and Records Management align with organizational goals.
- Organize and manage documents and records using key concepts and techniques.
- Identify common issues in document control and implement process improvements.
- Plan and implement a Document Control and Records Management DCRM solution.
- Apply best practices and standards to optimize document control and records management processes.

Targeted Audience:

- Document Controllers.
- Secretaries.
- Administrators.
- EDMS planners.
- Professionals managing organizational documents.

Program Outlines:

Unit 1:

Foundations of Document Control:

- Core principles of document control.
- Standards and best practices in document control.
- Key elements: Document types, templates, and identification.

- Managing deliverables and transmittals for projects.
- Overview of document control systems and tools.

Unit 2:

Implementing Document Control:

- Ensuring document quality and adherence to standards.
- Developing procedures and specifications for document control.
- Defining roles and responsibilities in document management.
- Effective document distribution and version control.
- Introduction to advanced document control systems.

Unit 3:

Records Management Techniques:

- Understanding the records management lifecycle.
- Capturing, classifying, and assigning metadata to records.
- Enhancing collaboration through effective records management.
- Searching, archiving, and disposing of records efficiently.
- Applying retention schedules and ensuring compliance.

Unit 4:

Planning for Document Control and Records Management:

- Identifying drivers for implementing DCRM.
- Understanding standards, guidance, and regulations.
- How to build a business case for document control solutions.
- How to conduct risk analysis related to document control.
- Developing a strategic plan for DCRM implementation.

Unit 5:

Implementing Document Control and Records Management:

- Methods of designing an effective DCRM solution.
- How to gather requirements and select the right DCRM system.
- Implementing and migrating to the new system.
- Ensuring smooth transition to "Business as Usual" operations.
- Continuous improvement and evaluation of the DCRM process.