Leaders Development Institute

Certified Courses

Advanced Documents and Records Management Compliance

INTRODUCTION

- This Advanced Documents and Records Management Compliance training course covers advanced strategies, tools, and technologies used to capture, categorise, manage, store, preserve (archive), and deliver vital business records in support of business processes. Key concepts from Enterprise Content Management (ECM) from scanning to enterprise search to archiving and preservation shall be covered. Detailed policies and procedures from ISO15489 records management and ISO27001 information security shall be discussed. Metadata, advanced document classification and taxonomy designs will be presented.

Participants will develop the following competencies:

- Understand advanced records management policies, procedures and standards including ISO15489 and ISO27001
- Develop key strategies for meeting compliance, legal and audit requirements
- Create records management business tools like electronic file plan, retention and disposal rules, security rules, archiving, confidentiality and privacy
- Link how records management systems and implement across your organisation
- Explore the implications of an Enterprise Content Management (ECM) strategy in conjunction with records management and information security

PROGRAMME OBJECTIVES

- 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

WHO SHOULD ATTEND?

- Professionals and leaders who wish to learn more about document management strategies for improving organisational efficiency
- Personnel moving into leadership roles to embrace better controls for managing paper and electronic documents
- Information Security Professionals
- Document Controllers and Administrators
- 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
- Personnel seeking to enhance their skills

TRAINING METHODOLOGY

- Participants will learn by active participation during the Advanced Documents and Records Management Compliance training course through the use of a wide variety of instructional techniques. There will be group exercises to allow for a “hands on” approach to learning. Case studies will be utilized to present “best practices” approaches. In addition there will be in depth discussion of critical success factors.

PROGRAMME SUMMARY

- This training course covers all the essential skills and advanced concepts for managing records and information in accordance with international standards such as ISO15489 and ISO27001. 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 maximise 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 organisations.

PROGRAM OUTLINE

Strategy and Understanding Key Elements

- Introduce Advanced Records Management, ISO15489
- Review Information Security ISO27001
- Creating Records Management Audit Register

Concepts and Set up Components
IT Process and Delivery

- Review IT Records Management Systems
- Review ECM Systems
- Scanning and Legal Issues
- Archiving and Retention Requirements
- Digital Signatures Document Control
- Metadata and Indexing
- Classification Schemes
- Compliance, Controls and Security
- Legislation, Standards and Regulation

Implementation Planning

- Implementation Planning
- Setting up Controls for ISO15489 and ISO27001
- Creating Polices and Procedures
- Creating a Records Management Action Plan

Case studies

- Introduction to Case Studies
- Group 1 – Strategy
- Group 2 – Concepts
- Group 3 – Process
- Presentations
- Evaluation and Discussion

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