



دورة متخصصة في أساليب وتكنولوجيا إدارة السجلات والمستندات المتطورة



AGILE LEADERS
Training Center

23 Feb - 06 Mar 2027
كوالامبور

دورة متخصصة في أساليب وتكنولوجيا إدارة السجلات والمستندات المتطورة

المرجع: 36309_23086 التاريخ: 23 Feb - 06 Mar 2027 الموقع: كوالالمبور الرسوم: Euro 9000

Course Overview:

The course is designed to equip professionals with cutting-edge skills and knowledge in managing digital records, ensuring legal compliance, and enhancing information governance. Covering a broad spectrum from Electronic Records Management to Blockchain Technology and Recordkeeping, the course integrates the latest Information Governance Program strategies with hands-on training in Enterprise Content Management Systems, including SharePoint Records Management. Participants will explore Records Retention Strategies, delve into Privacy and Security in Information Management, and understand the critical role of Metadata Standards in today's digital age. By focusing on Disaster Preparedness and Business Continuity Planning, the course prepares organizations to safeguard their vital records against unforeseen events.

Target Audience:

- Records Managers
- Information Governance Officers
- Compliance Managers
- IT Professionals
- Legal Professionals
- Archivists and Librarians
- Data Privacy Officers
- Business Continuity Planners

Targeted Organizational Departments:

- Information Technology
- Legal and Compliance
- Records and Archives
- Human Resources
- Operations and Business Continuity

Targeted Industries:

- Healthcare
- Financial Services
- Government and Public Sector
- Technology and Software: Innovating in ECM systems and information governance.
- Manufacturing and Logistics

Course Offerings:

By the end of this course, participants will be able to:

- Understand the foundations of Document Management Technology.
- Implement advanced Electronic Records Management Techniques.
- Develop and manage Information Governance Programs.
- Design strategies for Records Retention and Disposal.
- Utilize Enterprise Content Management Systems effectively.
- Ensure Legal and Regulatory Compliance in records management.

Training Methodology:

The training employs a blend of interactive lectures, case studies, group work, and hands-on sessions. Interactive lectures will introduce core concepts, while case studies provide real-world applications. Group work fosters collaboration, and hands-on sessions with Document Management Systems, including SharePoint, offer practical experience.

Course Toolbox:

- Comprehensive Course Workbooks
- Access to Online Learning Platforms and EDRMS Training Modules
- Checklists and Templates for Records Management Program Implementation
- Legal Compliance and Best Practices Guides
- Case Studies on Blockchain Technology and Social Media Records Management

Course Agenda:

Day 1: Foundations of Document Management and Information Governance

- The Origins and Development of Records and Information Management **Topic 1:**
- Records and Record-keeping in Society **Topic 2:**
- Information Technology, Records, and the Information Age **Topic 3:**
- Web 2.0, Social Media, and Society **Topic 4:**
- Legal and Regulatory Frameworks **Topic 5:**
- Introduction to Information Governance Programs **Topic 6:**
- Reviewing the Evolution and Key Concepts in Document Management **Reflection & Review:**

Day 2: Building an Information Governance Program

- Records Management as a Professional Management Discipline Topic 1: •
- Records and Information Management Lifecycle Topic 2: •
- Developing Records Management Program Elements Topic 3: •
- Functions and Activities in Information Governance Topic 4: •
- Standards, Laws, Regulations, and the Legal Environment Topic 5: •
- Policy Development and Implementation Topic 6: •
- Insights into Establishing Information Governance Reflection & Review: •

Day 3: Advanced Document Management Strategies

- Records and Information Creation and Capture Topic 1: •
- Controlled Language and Records Classification Topic 2: •
- Business Classification Schemes and Taxonomies Topic 3: •
- Indexing, Content Analysis, and File Plan Development Topic 4: •
- Records Management Metadata Standards Topic 5: •
- Strategies for Document Retrieval and Access Topic 6: •
- Effective Strategies for Advanced Document Management Reflection & Review: •

Day 4: Technology Integration in Records Management

- Electronic Records and Electronic Records Management Systems ERMS Topic 1: •
- Enterprise Information Systems EIS and Content Management Systems CMS Topic 2: •
- Implementation of Enterprise Content Management Systems ECMS Topic 3: •
- SharePoint and Its Role in Records Management Topic 4: •
- Best Practices for ERMS Implementation Topic 5: •
- Cloud-Based Solutions for Records Management Topic 6: •
- Exploring Technological Advances in Records Management Reflection & Review: •

Day 5: Risk Management, Security, and Compliance

- Identifying and Managing Vital Records Topic 1: •
- Disaster Preparedness, Recovery, and Business Continuity Planning Topic 2: •
- Monitoring, Auditing, and Compliance in Information Management Topic 3: •
- Data Privacy and Security Standards Topic 4: •
- Legal Compliance and Ethical Considerations in Records Management Topic 5: •
- Developing a Culture of Compliance and Governance Topic 6: •
- Strengthening Risk Management and Compliance Strategies Reflection & Review: •

Day 6: Digital Preservation and Long-Term Record-keeping

- Digital Preservation Principles and Practices Topic 1: •
- Trusted Digital Repositories and Digital Curation Topic 2: •
- Long-Term Digital Preservation Strategies Topic 3: •
- Managing Obsolescence and Data Migration Topic 4: •
- Leveraging Blockchain Technology for Record Integrity Topic 5: •
- Case Studies on Digital Preservation Challenges and Solutions Topic 6: •
- Ensuring Longevity and Integrity in Digital Records Reflection & Review: •

Day 7: Advanced Technologies and Innovation in Document Management

- Artificial Intelligence and Machine Learning in Records Management Topic 1: •
- Automation and Robotics Process Automation RPA in Document Management Topic 2: •
- Utilizing Big Data Analytics in Information Governance Topic 3: •
- The Impact of Emerging Technologies on Records Management Topic 4: •
- Mobile and Remote Access to Records Topic 5: •
- Innovations in Metadata and Semantic Search Topic 6: •
- Exploring the Frontier of Document Management Technologies Reflection & Review: •

Day 8: Strategic Planning and Leadership in Information Management

- Strategic Planning for Records and Information Management Topic 1: •
- Leadership Skills in Information Governance Topic 2: •
- Change Management in Records Management Programs Topic 3: •
- Stakeholder Engagement and Communication Strategies Topic 4: •
- Future Trends in Information Governance and Records Management Topic 5: •
- Building and Leading Effective Information Management Teams Topic 6: •
- Strategic Approaches and Leadership in Information Management Reflection & Review: •

Day 9: Specialized Areas in Records Management

- Managing Social Media Records and Electronic Communications Topic 1: •
- Records Management in Healthcare and Compliance with HIPAA Topic 2: •
- Financial Services and Regulatory Compliance Topic 3: •
- Government Records Management and Transparency Topic 4: •
- Managing Intellectual Property and Confidential Information Topic 5: •
- International Records Management Standards and Practices Topic 6: •
- Understanding Specialized Challenges and Solutions Reflection & Review: •

Day 10: Capstone Project, and Professional Development

- Capstone Project: Applying Knowledge to Real-World Scenarios Topic 1: •
- Final Assessment and Feedback Topic 2: •
- Career Paths and Professional Development Opportunities Topic 3: •
- Building a Personal Brand in Records and Information Management Topic 4: •
- Networking and Continuing Education Resources Topic 5: •
- Celebrating Achievements and Planning for Future Success Reflection & Review: •

How This Course is Different from Other Document Management Technology Courses:

The course stands apart by offering a holistic and integrated approach to records and information management. Unlike other courses that may focus solely on technical aspects or theoretical knowledge, this program delves into practical, real-world applications of Document Management Technology, including the latest developments in blockchain and cloud-based systems. It emphasizes a complete understanding of legal and regulatory requirements, coupled with hands-on training in leading Enterprise Content Management Systems. The inclusion of Disaster Preparedness and Business Continuity Planning prepares organizations not just for today's challenges but for future uncertainties. This course is uniquely positioned to foster not only skill development but also strategic thinking, ensuring participants can lead Information Governance Programs effectively within their organizations.

فئات الدورات التدريبية

الدورات التدريبية في مجال البيئة والاستدامة	دورات إدارة الجودة وتطوير العمليات
دورات إدارة و تحليل البيانات ودورات علم البيانات	دورات إدارة و تطوير الموارد البشرية
دورات الذهن السيرياني ودورات تقنية المعلومات	دورات الاتصال الجماهيري و السياسات والعلاقات العامة
دورات التدريب القانوني والهشتريات والتعاقدات	دورات التسويق وإدارة علاقات العملاء وإدارة المبيعات
دورات الحوكمة وإدارة المخاطر والامتثال	دورات السكرتارية و إدارة المكاتب
دورات الصحة والسلامة والذهن المهني	دورات الصيانة ودورات المجالات الهندسية المتنوعة
دورات المحاسبة و التهويل و دورات الإدارة المالية	دورات المهارات الشخصية وتطوير الذات
دورات في مجالات القيادة والإدارة	دورات معتمدة من قبل هيئات دولية
دورات مكتب إدارة المشاريع وإدارة المشاريع الرشيقية	



معدن التدريب

أكرا غانا	أثينا اليونان	أبوظبي الإمارات العربية المتحدة
الجبيل المملكة العربية السعودية	استنبول تركيا	أهستردام هولندا
الرياض المملكة العربية السعودية	الدوحة قطر	الدار البيضاء المغرب
المنامة مملكة البحرين	الكويت الكويت	القاهرة مصر
بانكوك تايلند	باكو أذربيجان	باريس فرنسا
برلين ألمانيا	برشلونة إسبانيا	براغ جمهورية التشيك
تيليسي جورجيا	بوكيت تايلاند	بورتو البرتغال
جنيف سويسرا	جاكارتا جمهورية إندونيسيا	تورنتو كندا
روما إيطاليا	حلي الإمارات العربية المتحدة	جوهانسبرغ جنوب أفريقيا
سنغافورة سنغافورة	سان دييغو الولايات المتحدة الأمريكية	زنجان تنزانيا
شيكاغو الولايات المتحدة الأمريكية	شرم الشيخ مصر	سيول كوريا الجنوبية
طوكيو اليابان	طشقند أوزبكستان	طرابزون تركيا
فرانكفورت ألمانيا	عن بعد منصة زووم	عمان المملكة الأردنية الهاشمية

مدن التدريب

كيب تاون جنوب افريقيا	كوالالمبور ماليزيا	فيينا النمسا
لندن المملكة المتحدة	لشبونة البرتغال	لانكاوي ماليزيا
مسقط سلطنة عمان	هدريد اسبانيا	ماربيا اسبانيا
ميونخ ألمانيا	ميلان إيطاليا	مونترو سويسرا
	نيويورك الولايات المتحدة الأمريكية	نيروبي كينيا