



البرنامج التدريبي للأنظمة والتقنيات المتقدمة لإدارة المستندات



AGILE LEADERS
Training Center

23 - 27 Feb 2027
كوالالمبور

البرنامج التدريبي للأنظمة والتقنيات المتقدمة لإدارة المستندات

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Document Management Technology Training Course Overview:

This Document Management Technology Training 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 in 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. Additionally, it offers insights into Long-Term Digital Preservation, leveraging Cloud-Based Records Management courses, and highlights the importance of Professional Development in Records and Information Management. Unique to this program is the integration of Developing Technologies in Records Management, emphasizing the significance of Digital Preservation and Curation alongside trusted digital repositories. Through this course, participants will gain a comprehensive understanding, ready to implement an effective Information Governance Certification and Records Management Training Online.

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
- Manufacturing and Logistics

Course Offerings:

By the end of the course participants will be able to understand:

- Foundations of Document Management Technology
- Advanced Electronic Records Management Techniques
- Implementing Information Governance Programs
- Strategies for Records Retention and Disposal
- Designing and Managing Access Controls
- Utilizing Enterprise Content Management Systems Effectively
- Legal and Regulatory Compliance in Records Management

Training Methodology:

The Document Management Technology Training Course employs a blend of instructional methods to cater to diverse learning preferences. This includes interactive lectures to introduce core concepts, case studies that provide real-world applications, group work to foster collaboration and idea exchange, and hands-on sessions with Document Management Systems like SharePoint. Participants will benefit from live demonstrations of Electronic Records Management Systems, engage in workshops on Digital Preservation and Metadata Standards, and participate in simulations on Disaster Preparedness and Business Continuity Planning. Feedback sessions are integral, ensuring learners can discuss challenges and strategies with peers and instructors. This multifaceted approach ensures a deep understanding of Document Management Technology, equipping participants with actionable skills and insights.

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 Recordkeeping in Society Topic 2: •
- Recordkeeping in the United States in the Twentieth Century Topic 3: •
- Information Technology, Records, and the Information Age Topic 4: •
- Web 2.0, Social Media, and Society Topic 5: •
- Reviewing the Evolution of Records and Information Management Reflection & Review: •

Day 2: Building an Information Governance Program

- Introduction to Information Governance Topic 1: •
- Records Management as a Professional Management Discipline Topic 2: •
- Records and Information Management Lifecycle Topic 3: •
- Records Management Program Elements, Functions, and Activities Topic 4: •
- Standards, Laws, Regulations, and the Legal Environment Topic 5: •
- Key Insights on 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 Topic 3: •
- Indexing, Content Analysis, and File Plan Development Topic 4: •
- Records Management Metadata Topic 5: •
- Strategies for Effective Document Management Reflection & Review: •

Day 4: Technology and Records Management

- Electronic Records and Electronic Records Management Systems Topic 1: •
- Enterprise Information Systems EIS and Content Management Systems Topic 2: •
- Enterprise Content Management Systems ECMS Topic 3: •
- Electronic Records Management Systems Guidance Topic 4: •
- SharePoint and Records Management Topic 5: •
- Exploring Technological Solutions in Records Management Reflection & Review: •

Day 5: Risk Management, Digital Preservation, and Professional Development

- Vital Essential Records, Disaster Preparedness, and Recovery Topic 1: •
- Monitoring, Auditing, and Risk Management Topic 2: •
- Information Economics, Privacy, and Security Topic 3: •
- Long-Term Digital Preservation and Trusted Digital Repositories Topic 4: •
- Life-Long Learning: Education, Training, and Professional Development Topic 5: •
- Future Directions in Document Management Technology Reflection & Review: •

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

The Document Management Technology Training 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 comprehensive 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 إفريقيا	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