An Intensive 5-Day Training Seminar On

Engineering Electronic Document Management Systems (EDMS)

15 - 19 Sep 2019, Dubai
09 - 13 Feb 2020, Dubai
13 - 17 Sep 2020, Dubai

25-AUG-19

View Details

An ISO 9001:2015
and ISO 29990:2010
Certified Company

Engineering Electronic Document Management Systems (EDMS)

INTRODUCTION

This highly engaging and hands on Engineering Electronic Document Management Systems training course covers all the essential factors to understand, procure, select, develop and implement engineering and operational Electronic Document Management Systems (EDMS) including addressing compliance, policy, security, document control procedures and best practise international standards including ISO 9001, ISO 27001 and ISO 15489.

This EuroMaTech training course covers business activities and good standards in document management, scanning and indexing, document control, audit, administration filing, version management, management of documentation, searching, archiving and document management principles, systems and compliance standards in accordance to ISO and other leading document management standards.

Participants attending the Engineering Electronic Document Management Systems (EDMS) training course will develop the following competencies:

- Develop key skills in implementing Electronic Document Management Systems that are focused on Engineering, Project and Operational Business Processes
- Learn a detailed overview of polices and procedures relating to document control, administration, filing, documentation and document management and improvement within Engineering, Operational and Services business areas
- Review of IT systems for document control and management specifically for Engineering Departments
- Creating scanning and archiving procedures, review legal issues, information compliance regulations and management approval and digital signatures
- Focus on the need to create good document policy, procedures and standards with hands-on drafting, workshops and case studies in groups

WHO SHOULD ATTEND?

- Professionals who work in
  - » Engineering
  - » Operations
  - » Projects and IT Management
  - » IT Support and Operations
- Technical Staff
- Professionals who are responsible for compliance, regulations and best practices
- Procurement Operational Management Personnel
- Process Supervisors
- Executives
- Team Leaders
- Personnel seeking to enhance their skills

PROGRAMME OBJECTIVES

- Create, develop and put in action document control, auditing and compliance course for Engineering and operational work
- Review the security requirements and put together controls for managing confidential and private documents
- Provide an understanding of how good filing systems are developed
- Consider who needs to be involved in the process of developing such filing systems
- Investigate issues concerning the lack of good filing and documentation standards
- Improve filing and documentation standards
- Improve manual hardcopy and softcopy filing systems
- Introduce document management practices and standards
- Review ISO standards for documentation management

PROGRAM OUTLINE

TRAINING METHODOLOGY

Participants on the Engineering Electronic Document Management Systems (EDMS) training course will learn by active participation through the use of a wide variety of instructional techniques. The intention is that the trainer will explain issues, using real examples, but will then involve the delegates in discussion, using the information provided. Examples of procedures will be used.

There will be group exercises to allow for a "hands on" approach to learning. Case studies will be utilised to present "best practices" approaches. In addition there will be in depth discussion of critical success factors.

Delegates are encouraged to bring real problem examples with them, for discussion on a confidential basis, and to share their experience of particular issues in their company or industry. Time will be allowed for general discussions, and for one-to-one discussion with the trainer.

PROGRAMME SUMMARY

The Engineering Electronic Document Management Systems (EDMS) training course covers all the essential skills needed to understand, use and apply Electronic Document Management Systems in an Engineering environment. There will be discussions on the use of software, best practice implementation as well as applying all the key concepts.

This EuroMaTech training course will concentrate on the skills required to effectively deploy and maximise the benefit of electronic document management, archiving, version control and storage within Engineering departments as well as manage the outcomes and deliver business benefits. All participants will return to their organisations with a detailed understanding and have developed action plans to implement electronic archiving successfully in their organisations.

IN-HOUSE TRAINING

EuroMaTech is capable of conducting this training programme exclusively for your delegates. Please e-mail us on inhouse@euromatech.ae for further information and/or to receive a comprehensive proposal.

DAY 01
Introduction to Engineering EDMS

- Introduce Engineering EDMS key concepts and drivers
- Document Management policies and procedures
- Indexing, taxonomy and classification
- Version control, audit and managing Metadata
- Implementing solutions for compliance, ISO standards and regulations

DAY 02
Roles and Responsibilities

- Developing key roles for managing EDMS
- Improving business process re-engineering and business processes
- What needs to be included and workflow
- Who needs to be involved and approval processes
- Management support, review and security approvals

DAY 03
Designing Document Management Procedures and Systems

- Design overview
- Creating documentation control procedures based on ISO standards
- Creating classifications, taxonomies, retention requirements and filing systems
- Setting up security controls and reviewing information security ISO 27001
- Document management approval process

DAY 04
IT, Standards and Implementation

- Review of IT Document Management Systems
- Procuring an EDMS
- Developing requirements for EDMS
- Implementation Best Practices
- Latest trends in EDMS including Cloud Computing and Software as a Service (SaaS)

DAY 05
Case Studies and Workshops

- Reviewing and Developing an Action Plan
- The future look at EDMS
- Case Studies
- Drafting Exercises
- Final Wrap-up and Discussion

Engineering Electronic Document Management Systems (EDMS)

✔	Date	Venue	Fee($)
	15 - 19 Sep 2019	Dubai	US$4,950
	09 - 13 Feb 2020	Dubai	US$4,950
	13 - 17 Sep 2020	Dubai	US$4,950

*This fee is inclusive of instruction materials, documentation, lunch, coffee/tea breaks & snack. All Fees are subject to 5% Value Added Tax (VAT).**

Your Details

Name (Mr/Ms):..

Position:.. Organisation:...

Address:...

....

....

City / Country: ....

Telephone / Fax: ....

Mode Of Payment

☐ **Please find enclosed a cheque made payable to EuroMaTech**

☐ **Please invoice me**

☐ **Please invoice my company as follows:**

Contact Name: ....

Company Name: ....

Address:...

Documentation
High Quality material has been prepared by the Seminar Leader for distribution to delegates. In addition, a special note pad to facilitate note taking will be provided.

Certificates
A Certificate of Completion will be issued to those who attend & successfully complete the programme.

Schedule
Our Course timings commences at 08:30 and concludes at 14:00, followed by lunch on a daily basis.

Hotel Accommodation
EuroMaTech has negotiated special rates for a limited number of rooms in the hotel. Early registration will help to secure a room at the reduced rate.

Registration & Payment
Please complete the registration form on this page & return it to us indicating your preferred mode of payment. For Further Information, Contact Your Nearest EuroMaTech Office.

Cancellation Policy
Request for seminar cancellation must be made in writing & received at EuroMaTech three weeks prior to the seminar date. A U.S.$250/- processing fee will be charged per delegate for each cancellation. Thereafter, we regret that we are unable to refund any fees due, although in such cases we would be happy to welcome a colleague who would substitute for you.

Disclaimer
EuroMaTech reserves the right to alter the content, location of the Seminar, or the identity of the speakers in case of events beyond our control.

*VAT Announcement: The Government of UAE have introduced Value Added Tax (VAT) on goods and services from 01-January-2018. In compliance with the legislation issued by the UAE Government, we will be applying a 5% VAT on the fees for all our programs and services offered from January 2018 as applicable and stipulated in the FTA circulars.

Contact Us:

U.K. Office:
109 Mount Pleasant
Liverpool L3 5TF, United Kingdom
Telephone: +44 151 709 7100
Fax: +44 151 709 7181

Middle East Office:
P.O. Box 74693
Dubai, United Arab Emirates
Telephone: +971 4 4571 800
Fax: +971 4 4571 801

Email Address:
info@euromatech.ae

Website:
www.euromatech.com

EuroMaTech
Training Seminars & Conferences