



**EuroMaTech**

Training Seminars & Conferences

An Intensive 5-Day Training Seminar On

# Advanced Documents and Records Management Compliance

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06 - 10 Jun 2021, Dubai  
31 Oct - 04 Nov 2021, Dubai



 View Details

[www.euromatech.com](http://www.euromatech.com)

An ISO 9001:2015  
and ISO 29993:2017  
Certified Company

# 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

## 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

## 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
- Develop storage models, audit trail and storage technologies

## 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 EuroMaTech 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 EuroMaTech 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

## DAY 01

### Strategy and Understanding Key Elements

- Introduce Advanced Records Management, ISO15489
- Review Information Security ISO27001
- Creating Records Management Audit Register
- Create File Plans, Metadata Plan, Retention Schedule
- Understanding Security and Compliance

## DAY 02

### Concepts and Set up Components

- Document Control
- Metadata and Indexing
- Classification Schemes
- Compliance, Controls and Security
- Legislation, Standards and Regulation

## DAY 03

### IT Process and Delivery

- Review IT Records Management Systems
- Review ECM Systems
- Scanning and Legal Issues
- Archiving and Retention Requirements
- Digital Signatures

## DAY 04

### Implementation Planning

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

## DAY 05

### Case studies

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

## IN-HOUSE TRAINING

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

## QUALITY CERTIFICATIONS & ACCREDITATIONS

EuroMaTech is proud to be associated with the following accreditation bodies:



The PMI® Registered Education Provider logo is a registered mark of the Project Management Institute, Inc.

# Advanced Documents and Records Management Compliance

✓	Date	Venue	Fee(\$)
	06 - 10 Jun 2021	Dubai	US\$4,950
	31 Oct - 04 Nov 2021	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.

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