



# **Training Course on Advanced Document Management Systems and Technology**



**AGILE LEADERS**  
Training Center



## **Training Course on Advanced Document Management Systems and Technology**

### **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**



- **Topic 1:** The Origins and Development of Records and Information Management
- **Topic 2:** Records and Recordkeeping in Society
- **Topic 3:** Recordkeeping in the United States in the Twentieth Century
- **Topic 4:** Information Technology, Records, and the Information Age
- **Topic 5:** Web 2.0, Social Media, and Society
- **Reflection & Review:** Reviewing the Evolution of Records and Information Management

## **Day 2: Building an Information Governance Program**

- **Topic 1:** Introduction to Information Governance
- **Topic 2:** Records Management as a Professional Management Discipline
- **Topic 3:** Records and Information Management Lifecycle
- **Topic 4:** Records Management Program Elements, Functions, and Activities
- **Topic 5:** Standards, Laws, Regulations, and the Legal Environment
- **Reflection & Review:** Key Insights on Information Governance

## **Day 3: Advanced Document Management Strategies**

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

## **Day 4: Technology and Records Management**

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

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

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



## **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.

# WHO WE ARE

Agile Leaders is a renowned training center with a team of experienced experts in vocational training and development. With 20 years of industry experience, we are committed to helping executives and managers replace traditional practices with more effective and agile approaches.

## OUR VISION

We aspire to be the top choice training provider for organizations seeking to embrace agile business practices. As we progress towards our vision, our focus becomes increasingly customer-centric and agile.

## OUR MISSION

We are dedicated to developing value-adding, customer-centric agile training courses that deliver a clear return on investment. Guided by our core agile values, we ensure our training is actionable and impactful.

## WHAT DO WE OFFER

At Agile Leaders, we offer agile, bite-sized training courses that provide a real-life return on investment. Our courses focus on enhancing knowledge, improving skills, and changing attitudes. We achieve this through engaging and interactive training techniques, including Q&As, live discussions, games, and puzzles.



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## Gamified and Interactive Training

We understand that training delivery can be challenging, both online and offline. To ensure engagement and achieve learning objectives, we have developed our own activities and collaborated with industry-leading solutions to gamify our training sessions. This approach increases interaction levels and guarantees effective learning outcomes.



## Our Training Categories

We cover a wide range of training categories to cater to different needs and interests

- Branding, Marketing, Customer Relations, & Sales Programs
- Political & Public Relations Programs
- Finance and Accounting Programs
- Project Management Programs
- Human Resources Management Programs
- Quality & Process Management
- Management & Leadership Programs
- Self-Development Programs

Join Agile Leaders today and embark on a transformative journey towards becoming a more agile and effective leader. Experience our customer-centric approach, actionable training, and guaranteed return on investment. Let us help you unleash your full potential in the dynamic business landscape.



## Where to Find Us

You can join our training programs at our centers located in



We also offer online training sessions through the Zoom platform.

- Malaysia** Kuala Lumpur
- Morocco** Casablanca
- Spain** Barcelona
- France** Paris
- UK** London
- Italy** Rome
- Egypt** Cairo, Sharm El-Sheikh
- Turkey** Istanbul
- Georgia** Tbilisi
- Azerbaijan** Baku
- UAE** Dubai



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