Training Course on Advanced Document Management Systems and Technology

2 – 6 August 2027
Addis Ababa

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Ref: 36195_224913 **Date:** 2 – 6 August 2027 **Location:** Addis Ababa **Fees:** 4500 Euro

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

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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.