



*Training Course:
Leading with Efficiency: Document Management
for New Leaders*

*21 - 25 April 2025
Kuala Lumpur (Malaysia)
Royale Chulan Kuala Lumpur*

Training Course: Leading with Efficiency: Document Management for New Leaders

Training Course code: MA235711 From: 21 - 25 April 2025 Venue: Kuala Lumpur (Malaysia) - Royale Chulan Kuala Lumpur Training Course Fees: 5500 € Euro

Introduction:

This program equips new leaders with the essential skills and knowledge to manage organizational documents effectively. It covers modern document management practices, compliance with legal and regulatory requirements, and the use of technology to streamline processes. The training emphasizes leadership strategies for overseeing document-related workflows, ensuring accuracy, security, and efficiency in record-keeping.

Objectives:

By the end of this program, participants will be able to:

1. Understand the fundamentals of document management and its importance for organizational success.
2. Implement effective strategies for organizing, storing, and retrieving documents.
3. Ensure compliance with relevant legal and regulatory requirements.
4. Leverage document management systems DMS to enhance productivity and accuracy.
5. Develop leadership skills to oversee document workflows and ensure team collaboration.

Target Audience:

- Newly appointed leaders or managers responsible for document or records management.
- Team leaders overseeing administrative or operational documentation.
- Professionals aspiring to enhance their leadership skills in managing organizational documents.

Outlines:

Day 1:

Fundamentals of Document Management

- Overview of document management principles.
- The role of documents in organizational success.
- Key components of effective document management systems DMS.

- Case studies: Success stories in document management.

Day 2:

Legal and Regulatory Compliance

- Understanding document retention policies.
- Compliance with data protection and privacy laws e.g., GDPR, HIPAA.
- Risk management in document handling.
- Workshop: Developing a compliance checklist for document management.

Day 3:

Leveraging Technology in Document Management

- Introduction to digital document management systems.
- Key features and functionalities of modern DMS tools.
- Automation and artificial intelligence in document workflows.
- Hands-on session: Exploring popular DMS platforms.

Day 4:

Leadership in Document Workflow Oversight

- Strategies for supervising document-related tasks and teams.
- Enhancing collaboration in document workflows.
- Decision-making and problem-solving in document management.
- Interactive exercise: Developing a document management plan for a team.

Day 5:

Building a Future-Ready Document Management System

- Adopting best practices for long-term efficiency.
- Addressing challenges in transitioning from paper to digital.
- Leadership insights for continuous improvement in document workflows.

- Final project: Creating a document management strategy for an organization.

Registration form on the Training Course: Leading with Efficiency: Document Management for New Leaders

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