



*Training Course:  
Documents and Records Management*

*27 - 31 July 2026  
Singapore*

## Training Course: Documents and Records Management

Training Course code: OM12358 From: 27 - 31 July 2026 Venue: Singapore - Training Course Fees: 6250 € Euro

### Introduction

This program, designed by Global Horizon Training Center, addresses the growing need for effective management of organizational information and records.

In today's data-driven environment, organizations face challenges in identifying, organizing, protecting, and retaining critical information. With increasing regulatory requirements and risks such as cyber threats and data exposure, establishing a structured records management and document control system is essential. This course provides practical approaches to developing and implementing effective systems that ensure compliance, security, and operational efficiency.

### Objectives

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

- Develop a comprehensive records management program to enhance information value
- Implement document control methods to secure and protect critical data
- Apply relevant regulations and standards for compliance
- Identify and mitigate risks associated with poor information management
- Develop an information asset register to classify and manage key organizational data

### Target Audience

- Records and Information Managers
- Compliance Officers and Internal Auditors
- Legal and Privacy Professionals
- Information Security and IT Managers
- Enterprise Content Management Specialists
- Administrative and Office Managers
- Professionals involved in document control and records management

### Training Program Outline

Day 1: Principles of Information Management

- Understanding how information is managed within organizations

- Key definitions and terminology
- Document control vs. records management
- Identifying organizational structure and information assets
- Defining information goals and strategies

#### Day 2: Program Development and Document Control

- Developing a records management and document control program
- Building a business case and defining objectives
- Identifying critical documents and records
- Managing electronic and physical records
- Storage and organization of information

#### Day 3: Structure and Compliance Frameworks

- Designing file plans and classification systems
- Retention schedules and disposition processes
- Legal, regulatory, and compliance requirements
- Data privacy, integrity, and security
- Managing archives and historical records

#### Day 4: People, Governance, and Awareness

- Roles and responsibilities in information management
- Accountability and organizational culture
- Communication and collaboration strategies
- Knowledge transfer and training programs
- Leadership support and governance structures

#### Day 5: Strategy, Planning, and Implementation

- Developing an information management strategy
- Writing policies and procedural guidelines
- Creating an information asset register
- Designing document control processes
- Change management and implementation planning
- Risk management, disaster recovery, and business continuity
- Developing a practical action plan

## Registration form on the Training Course: Documents and Records Management

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Company Information

Company Name: .....  
 Address: .....  
 City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
- Please invoice me
- Please invoice my company

### Easy Ways To Register

Telephone:  
+201095004484 to  
provisionally reserve your  
place.

Fax your completed  
registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
or training@gh4t.com

Complete & return the  
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to: Global Horizon  
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