



*Training Course:
Documents and Records Management*

*15 - 19 February 2027
Cape Town (South Africa)
DoubleTree by Hilton Cape Town - Upper Eastside*

Training Course: Documents and Records Management

Training Course code: OM12358 From: 15 - 19 February 2027 Venue: Cape Town (South Africa) - DoubleTree by Hilton
Cape Town - Upper Eastside Training Course Fees: 6350 € 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

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