
GOVERNANCE
Scandinavian
Academy
Training Center

Course: Advanced Documents and Records Management Compliance

Code	City	hotel	Start	End	price	Language - Hours
GRC-123SA	Jeddah	Hotel Meeting Room	2027-09-12	2027-09-16	9950 SR	En - 25

INTRODUCTION

This programme covers advanced strategies, tools, and technologies used to capture, categorise, manage, store, preserve (archive), and deliver vital business records in support of business processes. Key concepts from Enterprise Content Management (ECM) from scanning to enterprise search to archiving and preservation shall be covered. Detailed policies and procedures from ISO15489 records management and ISO27001 information security shall be discussed. Metadata, advanced document classification and taxonomy designs will be presented.

Participants will develop the following competencies:

- Understand advanced records management policies, procedures and standards including ISO15489 and ISO27001
- Develop key strategies for meeting compliance, legal and audit requirements
- Create records management business tools like electronic file plan, retention and disposal rules, security rules, archiving, confidentiality and privacy
- Link how records management systems and implement across your organisation
- Explore the implications of an Enterprise Content Management (ECM) strategy in conjunction with records management and information security

WHO SHOULD ATTEND?

- Professionals and leaders who wish to learn more about document management strategies for improving organisational efficiency

- Personnel moving into leadership roles to embrace better controls for managing paper and electronic documents
- Information security professionals
- Document controllers and administrators
- IT Management
- Records managers
- Document controllers
- Technical staff
- Document and Records Management personnel
- Document Management Supervisors
- Suppliers, Solution Providers and Vendors
- Executives
- Users of Document and Records Management
- Personnel seeking to enhance their skills

PROGRAMME OBJECTIVES

- To understand advanced records management policies, procedures, standards including information security standards
- Help develop business case and requirements for the selection and procurement of document and records management
- Create a records management and information security plan of action to implement in their organization and learn from best practice implementations and case studies
- Learn advanced concepts for managing information and records, such workflow, file plan, archiving, auditing, compliance and version control
- Review industry leading solutions and vendors in this marketplace
- Using metadata, business classification scheme, taxonomy and setting retention plans
- Learn how to implement legislation, standards and regulation
- Create advanced policies and procedures
- Setting up access controls and security procedures

- Develop storage models, audit trail and storage technologies

TRAINING METHODOLOGY

Participants will learn by active participation during the programme through the use of a wide variety of instructional techniques. There will be group exercises to allow for a “hands on” approach to learning. Case studies will be utilized to present “best practices” approaches. In addition there will be in depth discussion of critical success factors.

PROGRAMME SUMMARY

This programme covers all the essential skills and advanced concepts for managing records and information in accordance with international standards such as ISO15489 and ISO27001. There will be discussions on the use of software, best practice implementation as well as applying all the key concepts. The programme will concentrate on the advanced skills required to effectively deploy and maximise the benefit of records management as well as manage the information security and outcomes and deliver business benefits. All participants will return to their organizations with a detailed and advanced understanding and have developed action plans to implement records management and information security, auditing and compliance successfully in their organisations.

PROGRAMME OUTLINE

Day1 - Strategy and understanding key elements

- Introduce advanced records management, ISO15489
- Review information security ISO27001
- Creating records management audit register
- Create file plans, metadata plan, retention schedule
- Understanding security and compliance

Day2 - Concepts and set up components

- Document control
- Metadata and indexing
- Classification schemes
- Compliance, controls and security
- Legislation, standards and regulation

Day3 - IT Process and delivery

- Review IT records management systems
- Review ECM systems
- Scanning and legal issues
- Archiving and retention requirements
- Digital signatures

Day4 - Implementation Planning

- Implementation planning
- Setting up controls for ISO15489 and ISO27001
- Creating polices and procedures
- Creating a records management action plan

Day5 - Case studies

- Introduction to case studies
- Group 1 – Strategy
- Group 2 – Concepts
- Group 3 – Process
- Presentations
- Evaluation and discussion

The Scandinavian Academy for Training Center adopts the latest scientific and professional methodologies in training and human resource development, aiming to enhance the efficiency of individuals and organizations. Training programs are delivered through a comprehensive approach that includes:

- Theoretical lectures supported by PowerPoint presentations and visual materials (videos and short films).
- Scientific evaluation of participants before and after the program to measure progress and knowledge acquisition.
- Brainstorming sessions and practical role-playing to simulate real-life scenarios.
- Case studies tailored to align with the training content and participants work nature.
- Assessment tests conducted at the end of the program to evaluate the achievement of training objectives.

Each participant receives the training material (both theoretical and practical) in printed form and saved on a CD or flash drive. Detailed reports, including attendance records, final results, and overall program evaluations, are also provided.

Training materials are prepared professionally by a team of experts and specialists in various fields. At the end of the program, participants are awarded a professional attendance certificate, signed and accredited by the Scandinavian Academy for Training Center.

Program Timings: 9:00 AM to 2:00 PM

The program includes:

- A daily buffet provided during the sessions to ensure participants comfort.
- A closing ceremony on the final day to distribute certificates and celebrate participants achievements.
- **Note: All prices are exclusive of 15% Value Added Tax (VAT).**

Our Success Partners

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