XCELERATE TRAINING INSTITUTE

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OFFICE ADMINISTRATION

Document Control Training Course

DURATION	LANGUAGE	FORMAT
5 days	English	Classroom / Online

Upcoming dates

Dates	Venue	Format	Fee
4 – 8 Jan 2027	Cairo	Classroom	€4,800
28 Jun – 2 Jul 2027	Live online	Online (live)	€1,200
6 – 10 Dec 2027	Live online	Online (live)	€1,200

Register or ask a question

Online: staging.x8ti.com/course/document-control-training-course/

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Document Control Training Course

Introduction

Interested in becoming a Document Controller? This course provides essential knowledge and best practices for document control, equipping participants with the skills needed to excel in this role. Document control is crucial to quality management, ensuring compliance and preventing issues caused by outdated documents. It involves managing the creation, editing, distribution, and security of documents to maintain efficiency and quality within an organization.

This course by Xcelerate Training Institutes empowers participants to develop robust document control systems and understand industry practices, making it invaluable for those starting or advancing their careers in Document Control Management.

Learning Objectives

By the end of the Document Control Training Certification Course, participants will be able to:

- Understand the importance of document traceability and retrieval.
- Utilize tools and techniques for managing document quality and consistency.
- Recognize the role and significance of a document controller.
- Develop and structure effective document control systems.
- Prepare checklists and conduct quality checks on documents.
- Frame procedures and reporting systems for document control.
- Ensure compliance in document movements, distribution, and transmittals.
- Manage internal and external business documentation processes.
- Grasp the necessity of electronic document management systems.

Training Methodology

The training program combines lectures, workshops, presentations, and peer-review sessions, offering a balanced and insightful approach. It integrates industry best practices and standards with organizational experiences and adult-learning methods. Active participation is encouraged, and the course can be customized to address specific organizational challenges. Xcelerate Training Institutes follows the Do–Review–Learn–Apply Model, including pre-course and post-course assessments to ensure learning objectives are met.

Benefits for Your Organisation

Organizations will benefit from:

- Stronger access control systems.
- Improved compliance and accountability.
- Enhanced global collaboration with systematic documentation.
- Better quality management and disaster recovery planning.
- Streamlined document movement and usage.

- Easier document search and navigation.
- Comprehensive quality management systems.
- Enhanced data and information security.

Benefits for You

Participants will gain:

- Increased systemization and organization in their work.
- Enhanced time management and work management skills.
- Greater focus on innovation and creativity.
- Improved coordination and delegation skills.
- Commitment to perfection and discipline.
- Added value to their team and organization.
- Better self-management and confidence.

Who Should Attend

This course is ideal for:

- Individuals involved in document control and records management.
- Professionals in document management strategies.
- Process efficiency executives.
- Administrators managing paper and electronic documents.
- Records managers and information security professionals.
- Compliance officers and document controllers.
- Internal auditors and document management supervisors.
- IT and enterprise content management professionals.
- IT managers.
- Anyone looking to enhance their skills as a document controller or start a career in document control.

Course Outline

Key Concepts of Document Control and Information Management

- Importance of document control and the role of a document control manager.
- Document control vs. records management.
- Information governance and management strategy.
- Document control standards and policies, including ISO15489.
- Establishing procedures and guidelines.

Document Control: Definitions and Terminologies

- Document and records lifecycle.
- Basics of document flow management.
- Capture, storage, preservation, and archiving.
- Metadata, indexing, letter coding methods, filing, and numbering.

- File movement procedures, submittals, transmittals, and security controls.
- Legislation, standards, and regulations.

Setting up a Document Control System and Framework

- Document control for new projects.
- Objective analysis and business requirements.
- Implementation planning and document identification.
- Retention, disposition, workflow design, and IT infrastructure.
- Privacy and compliance considerations.

Document Control Compliance

- Monitoring compliance and maintaining traceability.
- MIS reporting, document status, and ISO15489 deep dive.
- Assigning responsibilities and managing risk.
- Data disaster management and business continuity planning.
- Internal document audits and controls.

Document Control Functions and Operations

- Establishing ownership and process change management.
- Training staff and resource allocation.
- Creating and using standard templates.
- Document retention and management policies.
- Ensuring document traceability and security practices.

Drafting Document Control Procedures and Policies

- Tips for document control procedures and requirements.
- Understanding formal clauses, legal phrases, and process changes.
- Producing fool-proof procedures and policies.
- Ensuring transparency, security, confidentiality, and critical document management.

Document Control Challenges

- Collaboration during document creation.
- Document approval, distribution, and change control.
- Tracking document revisions, managing clerical documentation, and IT systems.
- Addressing document errors and system integrations.

Document Control Systems

- Transitioning to paperless documentation and electronic records management.
- Automation, digitalization, and user-friendly document management systems.
- Integrating records management with business processes.
- Securing systems and ensuring data security

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Registration Form

Document Control Training Course

Preferred dates: ..... Venue or online: .....

Duration: 5 days Language: .....

Please complete and email this form to us, or register online. We confirm your place and send the invoice within one working day.

Delegate information

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Official email: ..... Personal email: .....

Company information

Company name: .....

Address: .....

City / country: ..... VAT / tax number: .....

Person responsible for training & development

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Email: .....

Payment

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Signature: ..... Date: .....

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Email this form
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Register online
Open the course page