€TRAINING

Mastering Document Control

2 - 6 September 2024
Kuala Lumpur (Malaysia)

Mastering Document Control

REF: G1648 DATE: 2 - 6 September 2024 Venue: Kuala Lumpur (Malaysia) - Fee: 5850 Euro

Introduction:

In today's fast-paced and regulated environments, effective document control is essential for ensuring compliance, facilitating collaboration, and driving operational efficiency. As the custodian of vital documents, the role of a Lead Document Controller is pivotal in maintaining order, accuracy, and accessibility within an organization's documentation ecosystem. Through this program, participants will explore the key responsibilities, challenges, and best practices associated with the Lead Document Control role, providing insights into its importance and impact across various industries.

Program Objectives:

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

- Master document control principles and practices.

- Develop proficiency in document management software and tools.

- Understand regulatory requirements and compliance standards.

- Learn effective communication and collaboration techniques.

- Gain leadership skills for overseeing document control processes.

- Implement best practices for document version control and security.

Targeted Audience:

- Document control professionals

- Professionals transitioning to document control

- Managers of document control teams

- Individuals seeking expertise in document management

- Aspiring professionals in document control

Program Outlines:

Unit 1.

Introduction to Document Control:

- Overview of document control principles and practices.

- Importance of document control in regulatory compliance.

- Role of document control in organizational efficiency.

- Introduction to document management software and tools.

- Understanding document lifecycle management.

Unit 2.

Document Management Software and Tools:

- Exploration of popular document management software.

- Hands-on training in utilizing document control tools.

- Customization and configuration of software for specific needs.

- Version control and tracking features.

- Implementation of security measures and access controls.

Unit 3.

Regulatory Compliance and Standards:

- Understanding regulatory requirements for document control.

- Compliance with industry-specific standards and regulations.

- Documentation of processes and procedures for audits.

- Ensuring data integrity and traceability.

- Addressing privacy and confidentiality concerns.

Unit 4.

Communication and Collaboration in Document Control:

- Effective communication strategies for document control teams.

- Collaboration tools and techniques for remote teams.

- Document review and approval workflows.

- Resolving conflicts and managing feedback.

- Establishing clear roles and responsibilities.

Unit 5.

Leadership in Document Control:

- Developing leadership skills for document control professionals.

- Team management and motivation techniques.

- Setting goals and performance metrics for document control teams.

- Continuous improvement and innovation in document control processes.

- Succession planning and career development in document control.