ELECTRONIC DOCUMENT AND RECORDS MANAGEMENT TRAINING

25ᵗʰ – 29ᵗʰ MAY 2020 AT CLARION HOTEL NAIROBI

This course will discuss the importance of document and records management processes. It will equip participants with the requisite and knowledge to effectively manage information using modern ICT, techniques and applications.

DURATION

4 DAYS

Who should attend?

Records managers ,business managers, IT managers, supervisors and executives assistants, heads of technical support, systems analysts, audit managers, compliance officers, archivists, librarians, document managers, operations managers and information managers, consultants, project managers and technical staff as well as solution providers.

Course Objective:

⬚ Components, legal obligations and ISO for Electronic Document and Records management systems

⬚ Management of electronic information

⬚ Structure and Implementation of records schedule

⬚ Developing and EDRM strategy

Course content

• Introduction

• Sources and uses of information

• Legal environment

• Policies and standards

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• Documents vs. records

• Document lifecycle

• The cost of non-compliance

• Business processes and document flow

• Document capture; shared folders

• Capture models

• Classification and retrieval

• Extracting and using document content

• Document imaging vs. document

management

• Interfacing and interoperability

• Access and control

• Audit trails

• Reports

• Creating and working with new

information

• Document creation

• Word templates vs. eForms

• Designing and deploying electronic