BLACKBIRD FOR TRAINING

Document Control Specialist



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Introduction

In today's digital world, managing documents electronically has become a necessity for organizations of all sizes. A Document Management System DMS is an essential tool that helps businesses track, store, and manage documents efficiently while eliminating the need for paper-based records. This course on Document Control Specialist Certification will guide participants through the practical aspects of document control procedures and document control best practices and how to implement electronic document management systems EDMS. By adopting these modern solutions, organizations can improve efficiency, reduce paper usage, and ensure compliance with industry standards such as ISO 9000.

Course Objectives

By the end of this course, participants will:

- Understand how to manage and control documents, including folders and forms, to reduce document distribution costs—no more paper.
- Learn the process of scanning, indexing, and archiving paper documents to make them accessible electronically.
- Implement best practices for document control, ensuring efficient document management systems in their organizations.
- Understand the benefits of electronic records management and the importance of document control procedures.
- Master the implementation of EDMS and EDRMS in a business environment, addressing key challenges and risks.
- Gain practical training on popular document control systems and receive guidance on selecting the best fit for your business needs.
- Learn about the document control certification training process and how it aligns with global best practices.



Course Outlines

Day 1: Introduction to Document and Record Control

- The changing information landscape and the digital challenge.
- Understanding the importance of document management systems in the digital age.
- Differences between document management and records management.
- Is EDMS or EDRMS the right choice for your organization? A bespoke assessment based on business activities.
- Managing information risk in the context of document control.
- Understanding ISO 9000 and other regulatory requirements related to document control.
- Key distinctions between EDMS and EDRMS and how they impact your business.
- Implementing EDMS/EDRMS successfully: Integrating change management in the process.

Day 2: Managing and Controlling Documents

- Types of document management systems and electronic records management systems.
- Strategic planning for implementing EDMS/EDRMS in your organization.
- The role of change management in successful implementation.
- Real-world benefits of implementing EDRMS.
- Exploring technology options for document management and selecting the best system.
- Off-the-shelf vs. customized systems: Which is right for your business?
- Resource allocation: Who needs to be involved in a successful rollout of a document management system?
- Authoring systems and card/folio-based systems with scanning functionality.
- Handling data migration and ensuring digital continuity within EDMS/EDRMS.

Day 3: Managing EDMS Projects

- Live demonstration of an EDRMS system in action.
- Managing business activities through an EDRMS.
- Practical challenges and solutions in EDRMS use.
- Exploring documents on demand: A new model for document management.
- Comparing on-demand vs. on-premise models for document management.
- Working with multimedia documents and extracting information using computer vision techniques.
- Managing compound documents and maintaining document integrity.



Day 4: Distributing and Viewing Document Costs

- Understanding workflow and document management integration.
- Business process management: An overview of its role in document control.
- How intelligent business process management and document interaction drive efficiency.
- Example: Implementing alternative vacation workflows.
- Overview of the top content management software products available.
- Understanding document security: Authentication, authorization, and auditing.
- Implementing digital rights management to protect documents.
- Using digital signatures and ensuring document authenticity.
- Document retrieval techniques and improving access.
- Automating document categorization and improving search efficiency.

Day 5: Automating Other Office Functions Involving Workflows

- Guidelines for implementing document imaging systems.
- Exploring various scanner technologies and their benefits.
- Using document capture software and enhancing document quality.
- Techniques for image enhancement and its impact on document usability.
- Document quality metrics and how to assess document reliability.
- Centralized management of distributed document-centric processes.
- Enabling document viewers and rights-based annotation capabilities.
- Improving document security with biometric rights management.

Why Attend This Course: Wins & Losses!

Attending a document control specialist certification course will empower you to unlock the full potential of electronic document management in your organization. Here's why this course is a must:

- Learn Best Practices in Document Control: Master the fundamentals of document control procedures and implement them effectively within your organization.
- Improve Operational Efficiency: Discover how electronic document management significantly reduces costs associated with paper-based systems and improves document retrieval speed.
- Enhance Security: Learn how to safeguard your documents with advanced document security measures such as digital rights management, authentication, and digital signatures.
- Boost Productivity: Automate routine office functions involving workflows and electronic mail, streamlining communication and task management.
- Achieve Compliance: Understand how ISO 9000 and other regulatory requirements can be met through effective electronic records management.
- Gain Practical Experience: Hands-on training with document control systems and EDMS solutions ensures you're ready to apply what you've learned.
- Certification and Career Growth: Obtain document control certification training, a valuable credential that enhances your career prospects.



Without this course, your organization may face challenges such as inefficient document handling, costly paper management, security risks, and non-compliance with industry standards. By learning the best practices of document control and electronic document management, you will be well-equipped to lead your organization into the future of digital document management.

Develop practical expertise in document control processes, records management, and compliance documentation to support operational efficiency and information accuracy.

Conclusion

This course provides participants with a comprehensive understanding of electronic document management systems EDMS, focusing on practical applications of document control procedures, records management, and digital archiving solutions. Participants will gain essential skills in managing documents electronically, improving organizational efficiency, and ensuring compliance with industry regulations. With document control specialist certification and hands-on training, you'll be ready to implement EDMS solutions in your organization, streamline workflows, and significantly reduce the reliance on paper. Don't miss the chance to enhance your career with advanced document control and electronic records management expertise.

This course provides a practical foundation for building and managing an effective document control program, helping participants improve records accuracy, organize workflows, and support compliance across organizational processes.

FAQ

What is document control, and why is it important?

Document control is the process of managing, organizing, tracking, and protecting documents throughout their lifecycle. This course explains the purpose of the document control procedure and how an effective document control system supports compliance, accuracy, and operational efficiency.

What is the document control procedure covered in this course?

The course explains what is the document control procedure and how to document control procedures in a practical way, including document creation, review, approval, distribution, version control, storage, retrieval, and archiving.

Does the course cover electronic document management?

Yes, the course covers electronic document management and explains electronic document management benefits, including faster document retrieval, reduced paper use, improved security, better workflow automation, and stronger records management.



Is this course suitable for document control specialists?

Absolutely. This document control specialist training course is designed for professionals who want to work as a document control specialist, improve their document control process, and gain practical skills through document control certification training.

Will participants learn document control best practices and quality documentation?

Yes, participants will learn document control best practices, quality document management, quality management documents, and how a quality management plan document supports a strong document control program and effective records management training.

