

Compliance with Information and Documentation

Simplifying Records in the Digital Era

Introduction

In accordance with important ISO standards like ISO9001, ISO15489 (Records Management), and ISO27001 (Information Security), this Course N Carry Compliance with Information and Documentation training course covers advanced strategies, tools, and technologies used to capture, categorize, manage, store, preserve (archive), and deliver vital information and documentation compliance in support of business processes. Data management, compliance, and security become essential components of the enterprise content management system (ECM) as businesses and institutions deal with an ever-increasing volume of documents, records, and files, with an increasing number of these only being considered in electronic form.

The need to manage essential corporate paperwork, records, and information is becoming more and more important due to legal, audit, and compliance obligations. For all enterprises and organizations, the amount of business paperwork, including contracts, financial data, project information, and signed hardcopy papers, is increasing dramatically every year.

This Course N Carry training program will teach you how to:

- Recognize sophisticated information and policies around documentation management.
- Recognize protocols and guidelines, such as ISO15489, ISO9001, and ISO27001
- Create effective plans for fulfilling legal, audit, and compliance needs.
- Provide business tools for records management, such as electronic file plans, regulations for destruction and retention, security guidelines, archiving, confidentiality, and privacy.
- Connect your organization's electronic and paper documentation systems, as well as your records management systems.
- Examine the effects of combining information security, records management, and enterprise content management (ECM) strategies.

Objectives

Following completion of this Course N Carry training course, you will be able to:

- Recognize conformity with information and documentation

- Recognize rules, guidelines, and best practices.
- Establish informational and procedural policies and documentation.
- Establish guidelines, such as those pertaining to information security.
- Make an information and documentation implementation action plan for their company.
- Study from case studies and best practice implementations.
- Discover sophisticated information and documentation management concepts.
- Examine the top-tier products and providers in this market.
- Utilize taxonomy, corporate classification schemes, metadata, and retention plans.
- Learn how to put laws, rules, and regulations into effect.
- Make sophisticated guidelines and protocols
- Establish security protocols and access controls.
- Create storage technologies, audit trails, and models.
- Recognize the principles of the Data Management Body of Knowledge.

Training Methodology

During this Course N Carry Office Administration training course, participants will actively participate and learn through a broad range of teaching strategies. Group activities will be included to support a "hands-on" learning style. The "best practices" techniques will be shown through case studies. Furthermore, a thorough examination of crucial success variables will be conducted.

Organizational impacts

The organization and its participants will learn about rules, compliance, using international standards, and how to enhance the organization to become more efficient by taking this Course N Carry Compliance with Information and Documentation training course:

Teams will be able to function more efficiently through improved knowledge of file and documentation management and the application of this knowledge in the workplace if the professionals engaged in creating international best practice standards, procedures, and policies have access to greater experience.

Assist the organization in adhering to ever-increasing international and national standards, compliance, audits, and information and material linked to risk and security.

The organization will use global best practices, such as ISO 27001 Information Security and ISO 15489 Records Management, to enhance its operational procedures, policies, and work flows.

Discover how effective information compliance and document management may lower operational risks, ensure regulatory compliance, cut expenses, and boost productivity.

To help the organization acquire the appropriate technical and system solutions and understand how to successfully deploy them, educate yourself on procurement and systems.

Enhance the planning, strategy, and strategic thinking to provide roadmaps and information and document management systems that work.

Personal Impact

Each participant will personally benefit from having a thorough grasp of information and document management as well as hands-on experience in this area.

Develop document control, compliance, and audit management for all paper and electronic documents inside the organization, implement these measures throughout the organization, and gain knowledge of technology and systems and how to effectively utilize them.

Increasing awareness of the benefits of using appropriate standards, processes, filing policies, and lifecycle documentation management

Gain knowledge of international laws, compliance, and auditing by putting into practice national and international best practices, such as ISO 27001 information security and ISO 15489 records management. Through teamwork, workshops, and exercises, expand your working knowledge and obtain real-world experience managing information and documents.

Participants will gain more confidence in using file and documentation systems that are in line with ISO standards by learning from case studies and real-world examples.

Who should attend?

Everyone who wants to strengthen their leadership abilities and increase their own power and effectiveness will find significant advantage from this Course N Carry training course:

- Secretaries and administrators looking to increase productivity, boost effectiveness, and acquire skills to further their careers
- Individuals who help management in an office setting or who are part of project teams
- Anyone hoping to enhance their talents both personally and practically to flourish in an office setting

Course Outline

Day 1

Approach and Knowledge Important Components

- Describe the ISO9001, ISO27001, and ISO15489 Information and Documentation Management Review Standards.
- Developing an Audit of Information and Documentation
- Make schedules for retention, file plans, metadata, and other information controls.

Day 2

Ideas and Establishment Elements

- Standards, Regulations, Compliance, Controls, and Security
- Taxonomy and Business Classification Scheme
- Document Management
- Comprehending Compliance and Security

Day 3

Delivery and Process of IT

- Examine IT systems for information and documentation management.
- Examine the systems for scanning, storing, and archiving that adhere to compliance.
- Scanning and Law Concerns
- Retention and Archiving Requirements
- Digital Rights Management and Digital Signatures

Day 4

Planning for Implementation

- Planning for Implementation
- Creating an Information and Documentation Compliance Action Plan
- Formulating Guidelines and Protocols
- Formulating a Course of Action

Day 5

Security and Compliance in Data Management

- Data as the Foundational Asset of the Enterprise Data Architecture Management
- Handling Master and Reference Data
- Controlling the Quality of the Data
- Oversight of Metadata
- Data Protection and Storage Administration