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Course Name

Advanced Document Control Mastery

Sector Name

Administration and Office Efficiency

Document Type

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Advanced Document Control Mastery

Course Introduction

This Advanced Document Control Mastery course by **BOOST** Consulting and Training is designed for experienced document control professionals looking to elevate their skills, credibility, and impact within project environments.

The program covers practical and strategic aspects of document control through real-world scenarios, helping participants refine procedures, optimize reporting and metrics, and build stakeholder relationships. This course also emphasizes the importance of clear communication, influence, and leadership skills in raising awareness and ensuring document control excellence.

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Target Audience

This course is ideal for experienced document control professionals, project managers, and coordinators in engineering, construction, oil and gas, or any industry where rigorous document control is essential. While it is not a certification program, it provides advanced skills to support roles with complex document control responsibilities.

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Learning Objectives

- ✓ Define and meet stakeholder expectations effectively, becoming a valued team member.
- ✓ Develop a comprehensive document control system from project initiation through completion.
- ✓ Design, monitor, and interpret KPIs and metrics to measure document control performance.
- ✓ Create clear, functional document control procedures and requirements.
- ✓ Communicate the importance of document control and its impact on project success.
- ✓ Organize and deliver complete, compliant as-built documentation packages.
- ✓ Assess and enhance their own professional competencies in document control.

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Course Outline

✓ 01 Day One

Advanced Stakeholder Engagement and Requirements Analysis

- ✓ Understanding Document Control Stakeholders
- ✓ Identify key stakeholders and their specific documentation needs.
- ✓ Techniques for managing and meeting diverse expectations.

Becoming a Trusted Document Control Partner

- ✓ How to establish credibility and recognition within project teams.
- ✓ Strategies to position yourself as a vital contributor to project success.

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Course Outline

✓ 02 Day Two

Setting Up Document Control Systems for New Projects

- ✓ Planning for Document Control in Project Initiation
- ✓ Analyze internal and client requirements to create a solid foundation.
- ✓ Document control activities checklist for project kick-off.
- ✓ Differences in document control perspectives: Client vs. Contractor.

Developing Document Control Flowcharts

- ✓ How to visualize processes with clear, effective flowcharts.

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Course Outline

✓ 03 Day Three

Reporting, KPIs, and Document Control Metrics

- ✓ Performance Measurement for Document Control
- ✓ Define meaningful KPIs and metrics to gauge performance.
- ✓ Hands-on practice in designing and implementing custom reports.

Using Data to Drive Continuous Improvement

- ✓ Case studies on reporting successes and areas for improvement.
- ✓ Translating data insights into actionable steps.

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Course Outline

✓ 04 Day Four

Document Control Procedures and Communication Strategies

- ✓ Creating Effective Document Control Procedures
- ✓ Best practices for writing easy-to-follow, fool-proof procedures.
- ✓ Tips for using formal language and clauses appropriately.

Raising Awareness and Building Influence

- ✓ Techniques to communicate the value of document control to stakeholders.
- ✓ Tools and strategies to build awareness and cooperation across teams.

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Course Outline

✓ 05 Day Five

As-Built Documentation and Competency Development

- ✓ Organizing Comprehensive As-Built Documentation
- ✓ How to interpret as-built requirements and organize deliverables.
- ✓ Document preparation, quality checks, and final handover techniques.

Self-Assessment and Professional Development in Document Control

- ✓ Assess current competencies against industry standards.
- ✓ Identify growth areas and create a personal development plan for advancing in document control.

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
May 23, 2027	May 27, 2027	5 days	4250.00 $	KSA , Dammam
Sept. 13, 2027	Sept. 17, 2027	5 days	5950.00 $	USA , Texas
Dec. 21, 2026	Dec. 25, 2026	5 days	4250.00 $	UAE , Dubai
March 15, 2027	March 19, 2027	5 days	4250.00 $	UAE , Dubai

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