

Course Name

Documents Management System

Sector Name

Administration and Office Efficiency

Document Type

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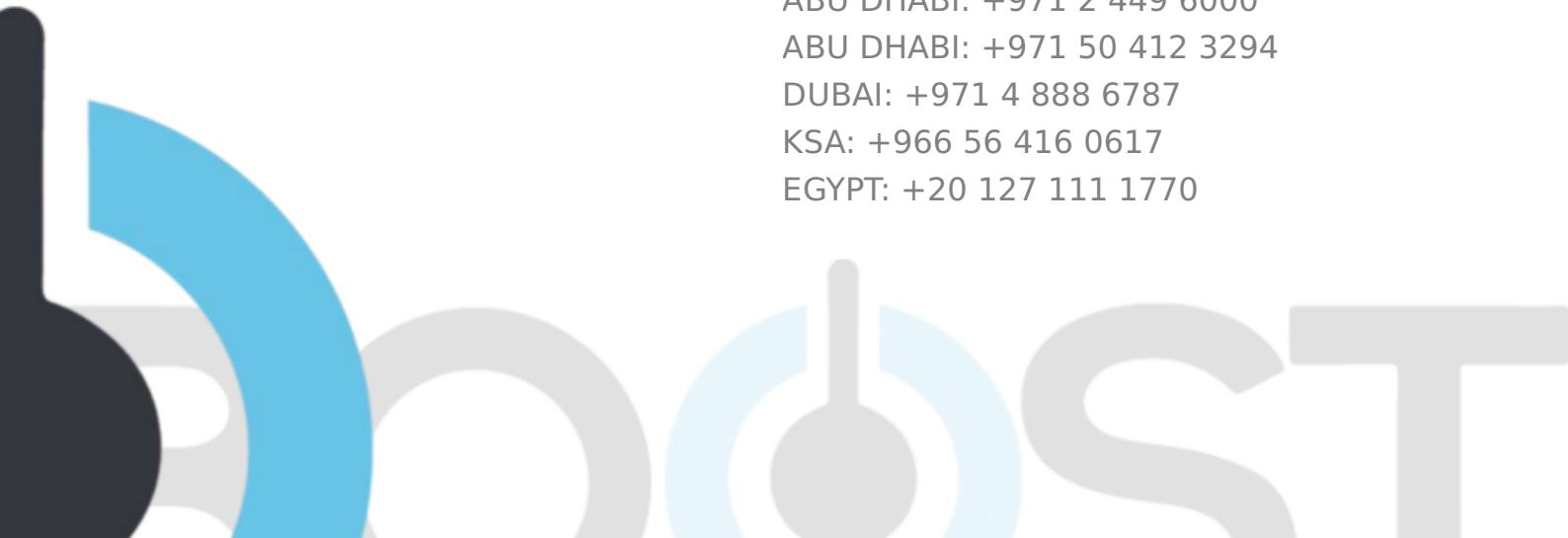
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Documents Management System

Course Introduction

The Documents Management System is a powerful digital solution designed to help organizations store, organize, track, and manage documents securely and efficiently. In modern business environments, managing large volumes of files and information requires a reliable system that ensures quick access, data security, and streamlined workflows.

This system enables businesses to digitize documents, centralize file storage, control user access, and automate document workflows. With advanced search capabilities and version control, teams can quickly locate files and collaborate effectively without the risk of losing important information.

A Documents Management System improves operational efficiency by reducing paper usage, enhancing document security, and ensuring compliance with organizational policies and regulatory requirements. It is ideal for companies that need a structured way to manage contracts, reports, records, and internal documentation.



This solution is suitable for corporate offices, legal departments, HR teams, financial institutions, and government organizations seeking to modernize document handling and improve productivity

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Target Audience

- ✓ Information Management Professionals
- ✓ IT and System Administrators
- ✓ Compliance and Legal Personnel
- ✓ Project Managers and Operations Leaders
- ✓ Department Heads and Office Managers
- ✓ Consultants and Business Analysts
- ✓ Archivists and Librarians
- ✓ Anyone Involved in Digital Transformation Projects

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Learning Objectives

- ✓ Understand the strategic role of document management in organizational efficiency and governance.
- ✓ Identify the core components and lifecycle stages of a Document Management System.
- ✓ Apply industry best practices in categorizing, storing, retrieving, and archiving documents.
- ✓ Utilize digital tools and platforms to automate workflows and ensure real-time access.
- ✓ Address compliance, audit trails, data security, and legal considerations in document handling.
- ✓ Design a DMS framework tailored to their organizational needs.

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Course Outline

✓ **DAY 01**

Foundations of Document Management

- ✓ Introduction to Document Management Systems
- ✓ Objectives and business value of DMS
- ✓ Types of documents: structured vs. unstructured
- ✓ Document lifecycle: creation, storage, usage, retention, and disposal
- ✓ Challenges in traditional document handling
- ✓ Key principles in setting up a DMS

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Course Outline

✓ Day 02

Digital Transformation and Workflow Automation

- ✓ Transition from manual to digital systems
- ✓ Electronic Document and Records Management Systems (EDRMS)
- ✓ Classification and indexing techniques
- ✓ Version control and audit trails
- ✓ Tools for workflow automation and document tracking
- ✓ Document sharing, collaboration, and cloud storage considerations
- ✓ Security and access control frameworks

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Course Outline

✓ Day 03

Governance, Compliance & Implementation Planning

- ✓ Regulatory standards (ISO 15489, GDPR, etc.)
- ✓ Risk management in document handling
- ✓ Developing and enforcing document policies
- ✓ Legal and ethical considerations in document retention and disposal
- ✓ Internal auditing and compliance monitoring
- ✓ DMS implementation roadmap: planning, training, and change management
- ✓ Action planning workshop: building a DMS plan for your organization

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Nov. 2, 2026	Nov. 4, 2026	3 days	3250.00 \$	UAE , Dubai
Aug. 23, 2027	Aug. 25, 2027	3 days	3250.00 \$	UAE , Abu Dhabi
Jan. 11, 2027	Jan. 13, 2027	3 days	3250.00 \$	UAE , Dubai
June 14, 2027	June 16, 2027	3 days	4950.00 \$	Switzerland , Zurich

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