**INFORMATION AND DOCUMENTATION COMPLIANCE**



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**Course Objective**

* Review industry leading solutions and vendors in this marketplace
* Use metadata, business classification scheme, taxonomy and setting retention plan
* Learn how to implement legislation, standards and regulation
* Create advanced policies and procedures
* Setting up access controls and security procedures
* Develop storage models, audit trail and storage technologies

**Target Audience**

* Secretaries and administrators wanting to raise their efficiency levels, improve their effectiveness and develop skills that will help their career-development
* People working in an office role supporting management and/or working in project teams
* Anyone wanting to develop their practical skills and personal strengths to help them succeed in an office environment

**Course Outline**

* DAY 1
* **Strategy and Understanding Key Elements**
* Introduce information and documentation management
* Review standards, ISO9001, ISO27001 and ISO15489
* Creating information and documentation audit
* Create file plans, metadata plan, retention schedule and other information controls
* DAY 2
* **Concepts and Set-up Components**
* Compliance, controls and security
* Legislation, standards and regulation
* Business classification scheme and taxonomy
* Document control
* Understanding security and compliance
* DAY 3
* **IT Process and Delivery**
* Review IT information and documentation management systems
* Review scanning, storage and archiving systems that meet compliance
* Scanning and legal issues
* Archiving and retention requirements
* Digital signatures and digital rights management
* DAY 4
* **Implementation Planning**
* Implementation planning
* Setting up action plan for information and documentation compliance
* Creating policies and procedures
* Creating an action plan
* DAY 5
* **Case Studies**
* Introduction to case studies
* Group 1 – Strategy
* Group 2 – Concepts
* Group 3 – Process
* Presentations
* Evaluation and discussion
* **The Feature Of Asia Master Training And Development Center**
* we pick up the customer from the airport to the hotel.
* we give the participant training bag includes all the necessary tools for the course.
* Working within groups to achieve the best results.
* All our courses are confirmed and we do not postpone or cancel the courses regardless of the number of participants in the course.
* We can assist you in booking hotels at discounted prices if you wish to book through us.
* We offer the certificate from Asia Masters Center for Training and Administrative Development.

The Cost Of The Training Program Includes The Following:

1. Scientific article on flash memory.
2. Training Room.
3. Training.
4. Coffee break.
5. The training bag includes all the tools for the course.

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| Price (USD) |
| Communicate with the training department  to know the participation fees   * There are offers and discounts for groups |
| The details of the bank account |
| Bank name: CIMB Bank Berhad  Account name: Asia Masters Center SDN. BHD  Bank account number: 80-0733590-5  Swift code: CIBBMYKL  IBAN: Null |