



**Asia Masters Center**

# INFORMATION AND DOCUMENTATION COMPLIANCE



**Asia Masters Centre (AMC), Suite 2 B, level 6, Office Block, Grand Millennium Hotel, Bukit Bintang Street,  
55100 Kuala Lumpur, Malaysia. | Tel: +60327326992 | Mobile: +601 8909 0379 | Fax: +60327326992  
Website: <http://www.asiamasters.org/> | Email: [info@asia-masters.com](mailto:info@asia-masters.com)**



## **INFORMATION AND DOCUMENTATION COMPLIANCE**

### **➔ 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



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### ➤ 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



## Asia Masters Center

### ➤ 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.



## Asia Masters Center

### 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