

## ADVANCED ELECTRONIC DOCUMENT & RECORDS MANAGEMENT

*"Master the Art of Managing and Protecting Digital Information"*

### Schedule

Date	Venue	Fees (Face-to-Face)
05 - 06 Aug 2026	Dubai, UAE	USD 1995 per delegate

► **Available delivery methods:** Face-to-Face & Online Training

### Introduction

In the digital age, managing and protecting documents and records is critical to organizational success. This course provides advanced techniques in electronic document and records management (EDRM), focusing on modern systems, regulatory requirements, and best practices.

Participants will gain expertise in creating, storing, retrieving, and disposing of electronic records efficiently and securely. This program ensures that professionals can maintain regulatory compliance, improve workflow, and protect sensitive information.

### Objectives

By the end of this course, participants will be able to:

- Implement advanced EDRM strategies in various organizational settings.
- Understand the legal and regulatory requirements for managing electronic records.
- Use electronic document management systems (EDMS) to streamline records storage and retrieval.
- Develop and enforce document retention policies to ensure compliance.
- Integrate EDRM systems with other enterprise applications for better efficiency.
- Address security risks and protect sensitive documents from unauthorized access.

## Why Attend

- Gain comprehensive knowledge of advanced electronic document management systems (EDMS).
- Learn how to integrate EDRM into your organization's workflow for better document control.
- Enhance your ability to comply with industry regulations and protect sensitive data.
- Improve operational efficiency by implementing effective records management strategies.
- Learn from industry experts and get hands-on experience with current EDRM tools and technologies.

## Target Audience

This program is designed for:

- Document and records managers, IT professionals, and data officers.
- Professionals responsible for ensuring compliance with regulatory standards for records management.
- Those involved in implementing, maintaining, or improving document management systems.
- Individuals looking to enhance their skills in securing and managing digital information.

## Individual Benefits

Key competencies that will be developed include:

- Expertise in managing electronic documents and records using advanced techniques.
- Knowledge of compliance standards for electronic records.
- Skills to create and implement effective document retention and disposal policies.
- Enhanced ability to assess and address security risks in document management systems.
- Proficiency in using modern EDMS tools and technologies to streamline workflows.

## Organizational Benefits

Upon completing the training course, participants will demonstrate:

- The ability to implement and oversee comprehensive EDRM systems to enhance operational efficiency.
- A deeper understanding of legal requirements for document and records management, ensuring compliance.
- The capability to protect organizational data from unauthorized access and minimize security risks.
- The competence to develop and maintain consistent document management policies.
- Improved document workflow, contributing to better resource management and organizational performance.

## Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Strategy Briefings - Understanding the principles of advanced electronic document and records management.
- Case Studies - Real-world examples of EDRM implementation and compliance challenges.
- Workshops - Practical exercises on implementing document management systems and retention policies.
- Peer Exchange - Group discussions on the latest trends, tools, and solutions for effective records management.
- Tools - Templates and software tools for managing and securing electronic documents.

## Course Outline

**Detailed 2-Day Course Outline Training Hours:** 7:30 AM – 3:30 PM **Daily Format:** 3-4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

### Day 1: Introduction to Electronic Document & Records Management

- Module 1: Overview of Electronic Document & Records Management (07:30 – 09:30)
- Introduction to EDRM and its importance in the digital age.
- Legal, regulatory, and industry standards for records management.
- Components of an effective document management system.
- Module 2: Designing and Implementing Document Management Systems (09:30 – 11:15)
- Key features of modern Electronic Document Management Systems (EDMS).
- Integration of EDMS with existing enterprise systems.
- Best practices for document storage, retrieval, and access control.

### Day 2: Advanced Strategies and Security in Records Management

- Module 3: Document Retention and Disposal Policies (07:30 – 09:30)
- Creating document retention schedules and policies.
- Regulatory requirements for document disposal and retention periods.
- Techniques for securely archiving and destroying sensitive records.
- Module 4: Securing Digital Records and Mitigating Risks (09:30 – 11:15)
- Security measures to protect digital records from unauthorized access.
- Risk management strategies in electronic records systems.
- Compliance with data protection and privacy laws in document management.

## Certification

Participants will receive a Certificate of Completion in Advanced Electronic Document & Records Management, confirming their expertise in managing, protecting, and securing electronic documents and records in compliance with industry standards.

## Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation’s unique goals.

### In-House / Customized Training

Interested in running this course for your team?

Please contact us:

TEL:

**+601116373203**

EMAIL:

**info@mawaevents.net**

© Material published by MAWA Events shown here is copyrighted. All rights reserved. Any unauthorized copying, distribution, use, dissemination, downloading, storing (in any medium), transmission, reproduction or reliance in whole or any part of this course outline is prohibited and will constitute an infringement of copyright.