

DOCUMENTS AND RECORDS MANAGEMENT COMPLIANCE

“Ensure Accuracy, Security, and Regulatory Compliance in Managing Organizational Records.”

Schedule

Venue (InHouse)	Fees
At Your Organization Premises	Ask For The Quotation

► **Available delivery methods:** In-House Training

Introduction

Proper management of documents and records is essential for organizational efficiency, accountability, and compliance with legal and regulatory requirements. Poor records management can lead to operational inefficiencies, financial losses, and regulatory penalties.

The Documents and Records Management Compliance course equips participants with practical knowledge and tools to organize, store, retrieve, and secure documents effectively while adhering to compliance standards. Participants will learn industry best practices, risk mitigation strategies, and regulatory requirements, enabling them to manage organizational records with accuracy, security, and professionalism.

This course is ideal for administrative professionals, records managers, and compliance officers seeking to implement efficient and compliant document management practices.

Objectives

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

- Understand the principles and importance of records and document management.
- Implement document lifecycle management practices.
- Classify, organize, and retrieve records efficiently.
- Apply regulatory and legal compliance requirements to records management.
- Ensure data security, privacy, and confidentiality.
- Conduct audits and maintain accurate records for compliance purposes.
- Develop policies, procedures, and workflows for effective records management.
- Minimize organizational risks related to document handling and retention.

Why Attend

Effective document and records management ensures compliance, reduces operational risks, and improves organizational efficiency. This course provides participants with the skills to implement best practices in document handling, storage, retention, and disposal while ensuring adherence to regulatory standards. Professionals will gain confidence in managing organizational records systematically and securely, reducing the risk of non-compliance or operational disruptions.

Target Audience

This course is suitable for:

- Records Managers and Administrative Officers
- Compliance Officers and Audit Professionals
- Document Controllers and Archivists
- Office Managers and Executive Assistants
- IT and Knowledge Management Professionals
- Professionals responsible for regulatory compliance and documentation

Individual Benefits

- Gain practical knowledge of document and records management processes.
- Learn to implement compliance frameworks effectively.
- Enhance organizational, analytical, and auditing skills.
- Improve accuracy and security in handling sensitive information.
- Build professional credibility in compliance and risk management.
- Learn to streamline document workflows for greater efficiency.

Organizational Benefits

- Ensure compliance with legal, regulatory, and industry standards.
- Reduce risks associated with improper documentation.
- Improve organizational efficiency and information retrieval.
- Strengthen accountability and audit readiness.
- Enhance data security, confidentiality, and information governance.
- Develop structured policies and workflows for long-term sustainability.

Instructional Methodology

The program uses a practical, interactive approach, including:

- Instructor-led presentations and discussions
- Case studies and real-world examples
- Hands-on exercises in document classification, storage, and retrieval
- Group activities to design workflows and compliance policies
- Peer review and feedback sessions
- Guidelines for audits, retention schedules, and legal compliance

Course Outline

Module 1: Introduction to Documents and Records Management

Module 2: Legal, Regulatory, and Compliance Requirements

Module 3: Classification, Indexing, and Filing Systems

Module 4: Document Lifecycle Management - Creation to Disposal

Module 5: Records Retention Policies and Schedules

Module 6: Data Security, Privacy, and Confidentiality Measures

Module 7: Digital Records Management and Archiving Systems

Module 8: Auditing and Monitoring Compliance Practices

Module 9: Risk Management in Document Handling

Module 10: Capstone Project - Implementing a Compliance-Based Records System

Certification

Upon successful completion, participants will receive a Certificate in Documents and Records Management Compliance, recognizing their ability to implement compliant, secure, and efficient records management practices within organizations.

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?

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