

## ADVANCED ELECTRONIC DOCUMENT & RECORDS MANAGEMENT (EDRM)

*“Transform Your Organization’s Information into a Secure, Efficient, and Compliant Digital Asset.”*

### Schedule

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

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

### Introduction

In the digital era, effective document and records management is vital for ensuring organizational efficiency, compliance, and data security. Electronic Document and Records Management (EDRM) integrates technology and best practices to systematically capture, organize, store, and retrieve information throughout its lifecycle.

The Advanced EDRM Training course provides a comprehensive understanding of how to design, implement, and manage an electronic records system that meets international standards. Participants will learn advanced strategies for document classification, retention scheduling, metadata management, and digital preservation to support governance, transparency, and operational excellence.

### Objectives

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

- Understand the principles and standards of electronic document and records management.
- Develop and implement EDRM policies and frameworks aligned with ISO 15489 and ISO 30301.
- Design efficient classification and retention systems for digital records.
- Manage metadata, access control, and security protocols for sensitive information.
- Evaluate and implement EDRM software and automation tools.
- Ensure compliance with legal, regulatory, and audit requirements.
- Apply best practices for data migration, digital archiving, and long-term preservation.
- Promote a culture of records management within the organization.

## Why Attend

As organizations move toward digital transformation, managing electronic information effectively becomes critical to maintaining compliance and efficiency. This course equips professionals with advanced knowledge and tools to handle complex information management environments, mitigate data risks, and streamline workflows. Attending this training ensures you can lead or support EDRM initiatives with confidence and professional expertise.

## Target Audience

This course is suitable for:

- Records and Information Managers
- Document Controllers and Archivists
- Compliance and Audit Officers
- IT and Database Administrators
- Administrative Managers and Knowledge Officers
- Policy Makers and Governance Professionals
- Anyone responsible for managing digital records and information systems

## Individual Benefits

- Gain expertise in EDRM standards, systems, and policies.
- Learn to design and manage compliant electronic records frameworks.
- Improve productivity through structured document control.
- Enhance your career with a globally relevant professional skill set.
- Build confidence in managing sensitive and high-value information assets.
- Stay up to date with emerging technologies in document management.

## Organizational Benefits

- Strengthen compliance with international standards and regulations.
- Improve efficiency in document retrieval, version control, and collaboration.
- Reduce storage costs and risks associated with manual document handling.
- Enhance transparency and accountability across departments.
- Ensure business continuity through secure and reliable digital records management.
- Build a sustainable, paperless, and compliant information environment.

## Instructional Methodology

The training combines theoretical concepts with hands-on practical exercises through:

- Interactive presentations and software demonstrations
- Real-world case studies and best practice analysis
- Group discussions and practical implementation workshops
- Step-by-step process mapping and workflow design
- Role-based simulations and problem-solving activities
- Continuous assessment and expert feedback sessions

## Course Outline

- Module 1: Fundamentals of Electronic Document and Records Management
- Module 2: International Standards (ISO 15489, ISO 30301, MoReq)
- Module 3: EDRM Policies, Procedures, and Governance Frameworks
- Module 4: Classification Schemes and Retention Schedules
- Module 5: Metadata Management and Document Version Control
- Module 6: Security, Privacy, and Access Control in Digital Records
- Module 7: EDRM Systems, Tools, and Automation Technologies
- Module 8: Digital Archiving and Long-Term Preservation Strategies
- Module 9: Legal and Regulatory Compliance for Electronic Records
- Module 10: Capstone Project – Designing an EDRM Implementation Plan

## Certification

Upon successful completion, participants will receive a Certificate in Advanced Electronic Document & Records Management (EDRM), recognizing their ability to implement and manage electronic records systems that enhance organizational compliance, efficiency, and data integrity.

## 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:

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