

GLOBAL EXPERTS INSTITUTE FOR TRAINING.
ISO 9001-2008 TRAINING PROVISION CERTIFIED

Document & Data Management System

Schedule Dates:

Start Date	End Date	Place
28-Sep-2025	2-Oct-2025	Al Messila Luxury, Doha

Program Introduction:

In today's information-driven organizations, effective document and data management is critical to ensuring operational efficiency, regulatory compliance, information security, and seamless collaboration.

This course provides participants with the knowledge and skills required to design, implement, and manage document and data management systems across various industries.

The training explores international standards, system tools, digital transformation trends, and real-world practices to ensure structured, secure, and accessible information handling.

Program Objectives:

- ✓ Understand the principles and importance of document and data management systems.
- ✓ Learn how to design and implement efficient document control processes.
- ✓ Ensure compliance with legal, regulatory, and quality standards (ISO, GDPR, etc.).
- ✓ Improve information accessibility, security, and version control.
- ✓ Leverage digital tools and software for document lifecycle management.
- ✓ Reduce operational risks and enhance audit readiness.
- ✓ Foster a culture of accountability, traceability, and structured data use.

Who should attend?

- Document controllers and records officers
- Data management professionals and analysts
- Quality assurance and compliance officers
- Project coordinators and administrators
- IT and information security teams

- Office and operations managers
- Anyone involved in managing, storing, or securing business documents and data

Program Outlines

Day One

- Introduction to Document and Data Management
- Key Terminologies: Documents vs. Records vs. Data
- The Document Lifecycle: Creation to Archival
- Classification and Indexing Systems
- Version Control and Change Management

Day Two

- Access Control and Permissions
- Document Retention Policies and Archiving
- Digital vs. Physical Document Management
- ISO Standards (e.g., ISO 9001, ISO 27001) in Document Control
- Regulatory Compliance (e.g., GDPR, HIPAA, SOX)

Day Three

- Metadata Management and Search Optimization
- Risk Management in Data and Document Handling
- Document Control in Projects and Engineering
- Integration with ERP and Other Business Systems
- Document Management System (DMS) Software Overview

Day Four

- Data Integrity, Validation, and Accuracy
- Backup and Disaster Recovery Planning
- Electronic Signature and Approval Workflows
- Collaboration and Document Sharing Best Practices
- Audit Trails and Traceability

Day Five




- Migrating from Paper to Digital Systems
- User Training and Change Management
- Cybersecurity Essentials for Document Systems
- Measuring DMS Effectiveness (KPIs and Metrics)
- Future Trends: Cloud Storage, AI, and Automation in DMS

Training Methodology:

- Slide presentations
- Interactive discussion
- Simulations and Gamification
- Online Video material

Cost Quotation in Kuwaiti Dinars

The total cost includes:

-  Instructor(s) expenses
-  Training materials
-  Certification

Total Cost: 1600 KD per Participant
(One Thousand Six Hundred Kuwaiti Dinar)