Digital Documentation and Record Management Training Course

Professional Development Training Course Outline

Category	Trade Unions	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Digital Documentation and Record Management is a critical enterprise capability that enables organizations to efficiently capture, store, secure, retrieve, and govern information in a paperless, compliant, and highly productive environment. In today's fast-paced digital economy, businesses are rapidly shifting toward cloud-based document management systems (DMS), AI-powered records automation, metadata tagging, and intelligent archiving solutions to enhance operational efficiency and reduce risk.

Digital Documentation and Record Management Training Course equips participants with practical skills in electronic records management (ERM), digital transformation workflows, compliance frameworks, cybersecurity for documents, and automated document lifecycle management. It is designed to help organizations achieve regulatory compliance, audit readiness, data integrity, workflow automation, and enterprise content governance using modern digital tools and best practices.

Programme Curriculum

Digital Documentation and Record Management Training Course

Introduction

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Course Duration

5 Days

Course Objectives

1. Understand principles of Digital Records Lifecycle Management
2. Apply Electronic Document Management Systems (EDMS) effectively
3. Implement Cloud-based Document Storage Solutions
4. Develop skills in Metadata Tagging and Indexing Strategies
5. Enhance Data Governance and Information Security Compliance
6. Master AI-powered Document Classification and Automation
7. Ensure Regulatory Compliance (GDPR, ISO 15489, HIPAA concepts)
8. Build efficient Workflow Automation for Document Processing
9. Strengthen Cybersecurity for Digital Records Protection
10. Improve Enterprise Content Management (ECM) practices
11. Apply Audit Trail and Version Control Systems
12. Optimize Paperless Office Transformation Strategies
13. Develop capability in Digital Archiving and Retrieval Optimization

Target Audience

- Records and Information Management Officers
- Administrative and Office Managers
- IT and Digital Transformation Teams
- Compliance and Risk Management Officers
- Human Resource and Legal Department Staff
- Government Records Officers and Archivists
- Business Operations and Process Managers
- Project Managers handling enterprise documentation systems

Course Modules

Module 1: Fundamentals of Digital Documentation

- Overview of digital documentation systems
- Types of electronic records and classifications
- Document lifecycle concepts
- Importance of digital transformation
- Introduction to EDMS platforms
- **Case Study:** Transition from paper-based filing to digital records in a government office

Module 2: Electronic Document Management Systems (EDMS)

- EDMS architecture and components
- Document capture and scanning technologies
- Storage and retrieval systems
- User access controls

- Integration with enterprise systems
- **Case Study:** Corporate adoption of EDMS in a multinational organization

Module 3: Cloud-Based Records Management

- Cloud storage models (SaaS, PaaS, IaaS)
- Secure cloud document repositories
- Remote access and collaboration tools
- Data backup and disaster recovery
- Scalability and cost optimization
- **Case Study:** Migration of HR records to a cloud-based platform

Module 4: Metadata, Indexing & Intelligent Search

- Metadata standards and frameworks
- Document tagging techniques
- AI-driven indexing systems
- Search optimization strategies
- Data categorization best practices
- **Case Study:** Law firm improving case retrieval using metadata tagging

Module 5: Information Security & Compliance

- Data protection principles
- Encryption and access control
- Compliance frameworks (GDPR, ISO standards)
- Risk assessment and mitigation
- Audit trails and monitoring systems
- **Case Study:** Healthcare institution securing patient records digitally

Module 6: Workflow Automation & AI Integration

- Automated document routing systems
- AI-based classification tools
- Robotic Process Automation (RPA) in documentation
- Approval workflows and digital signatures
- Productivity optimization techniques
- **Case Study:** Insurance company automating claim documentation workflow

Module 7: Digital Archiving & Records Retention

- Retention schedules and policies
- Digital archiving strategies
- Long-term storage solutions
- Data lifecycle governance
- Retrieval and restoration methods
- **Case Study:** University digitizing decades of academic records

Module 8: Enterprise Content Management & Digital Transformation

- ECM frameworks and implementation
- Cross-departmental document integration

- Collaboration and knowledge sharing systems
- Change management in digital transition
- Performance measurement and analytics
- **Case Study:** Retail organization implementing enterprise-wide content management system

Training Methodology

- Interactive lectures and presentations.
- Group discussions and brainstorming sessions.
- Hands-on exercises using real-world datasets.
- Role-playing and scenario-based simulations.
- Analysis of case studies to bridge theory and practice.
- Peer-to-peer learning and networking.
- Expert-led Q&A sessions.
- Continuous feedback and personalized guidance.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

Ready to enroll or request a customized program? Book online or contact us:

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Email: info@fineskilltrainingcenter.com | Website: www.fineskilltrainingcenter.com