Electronic Records Management Training Course

Professional Development Training Course Outline

Category	Information Technology	**Duration**	10 Days
Base Fee	$3,000 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

In today's digital era, effective management of electronic records is critical to organizational success. The Electronic Records Management training course is designed to provide participants with the skills and tools necessary to create, manage, and preserve digital records in compliance with regulatory and organizational requirements. This course equips professionals with the knowledge to maintain data integrity, ensure accessibility, and protect sensitive information in a rapidly changing technological landscape.

Electronic records management (ERM) is essential for organizations seeking to optimize efficiency and ensure compliance with legal standards. From government agencies to private corporations, the ability to manage records electronically has transformed how organizations handle information. Proper ERM systems not only streamline processes but also mitigate risks associated with data breaches and loss.

This training emphasizes best practices in electronic records management, covering key topics such as data classification, retention policies, compliance with international standards, and leveraging advanced tools like cloud storage and AI-driven record systems. Real-world case studies will illustrate successful ERM implementation, allowing participants to gain practical insights into overcoming common challenges.

By completing this course, participants will have the expertise to develop and maintain robust ERM systems that support organizational goals while addressing security and compliance requirements. This training is ideal for professionals tasked with managing, securing, and organizing digital records in any sector.

Programme Curriculum

Electronic Records Management Training Course

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Course Duration

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Course Objectives

1. Understand the fundamentals of electronic records management and its importance.
2. Learn how to design and implement an ERM system.
3. Master the principles of records classification and metadata standards.
4. Gain skills in creating retention schedules and records disposal plans.
5. Ensure compliance with legal and regulatory frameworks.
6. Explore tools and technologies for secure and efficient ERM.
7. Learn strategies to mitigate risks associated with electronic records.
8. Develop capabilities for auditing and monitoring ERM systems.
9. Understand disaster recovery and continuity planning for electronic records.
10. Analyze real-life case studies for practical insights into effective ERM practices.

Organizational Benefits

1. Enhance operational efficiency through streamlined record-keeping processes.
2. Improve compliance with data protection and regulatory standards.
3. Minimize risks associated with data breaches and legal liabilities.
4. Strengthen the integrity and accessibility of critical records.
5. Reduce costs associated with paper records and inefficient data management.
6. Leverage technology to automate records management and reduce human errors.
7. Ensure better collaboration and information sharing across departments.
8. Build capacity to handle audits and legal inquiries confidently.
9. Protect sensitive information with robust security measures.
10. Foster a culture of accountability and transparency in information management.

Target Participants

- Records management officers

- IT professionals involved in data and record systems
- Compliance and legal officers
- Administrative managers and office personnel
- Government records administrators
- Archivists and information management professionals
- HR professionals handling personnel records
- Data protection officers
- Library and information science practitioners.

Course Outline

Module 1: Introduction to Electronic Records Management

1. Key concepts and definitions in ERM.
2. Importance of electronic records in the digital age.
3. Differences between paper-based and electronic record-keeping.
4. Overview of legal and compliance requirements.
5. Case Study: Transitioning from manual to electronic records in a public sector organization.

Module 2: Designing and Implementing an ERM System

1. Steps in planning an ERM system.
2. Selecting the right tools and technologies.
3. Integrating ERM systems into existing workflows.
4. Cost considerations and budgeting for ERM.
5. Case Study: Implementing an ERM system in a healthcare organization.

Module 3: Records Classification and Metadata Standards

1. Principles of records classification.
2. Metadata: Definition, purpose, and standards.
3. Creating consistent naming and tagging conventions.
4. Tools for automated classification and metadata generation.
5. Case Study: Enhancing searchability with metadata in a corporate ERM system.

Module 4: Retention Schedules and Records Disposal

1. Creating retention policies based on organizational needs.
2. Best practices for archiving and disposing of records.
3. Managing sensitive and confidential records securely.
4. Compliance with international retention standards.
5. Case Study: Developing a retention schedule for a financial institution.

Module 5: Legal and Regulatory Compliance

1. Overview of data protection laws and standards (e.g., GDPR, ISO).
2. Ensuring compliance in cross-border records management.
3. Preparing for audits and legal inquiries.
4. Handling records during litigation and investigations.
5. Case Study: Navigating compliance challenges in a multinational organization.

Module 6: Tools and Technologies for ERM

1. Overview of ERM software and platforms.
2. Cloud-based records management solutions.

3. AI and machine learning in ERM.
4. Data encryption and cybersecurity measures.
5. Case Study: Using AI-driven tools to manage high-volume records in a tech company.

Module 7: Risk Management in ERM

1. Identifying risks in electronic records management.
2. Developing risk mitigation strategies.
3. Ensuring data recovery and backup systems.
4. Handling breaches and security incidents.
5. Case Study: Risk management strategies in a government ERM project.

Module 8: Auditing and Monitoring ERM Systems

1. Setting up performance metrics for ERM systems.
2. Techniques for auditing digital records.
3. Using analytics to improve ERM practices.
4. Reporting and documentation requirements.
5. Case Study: Conducting an ERM audit in a large organization.

Module 9: Disaster Recovery and Business Continuity

1. Importance of disaster recovery in ERM.
2. Developing a disaster recovery plan.
3. Ensuring business continuity during system failures.
4. Testing and updating recovery protocols.
5. Case Study: Disaster recovery in a natural disaster-prone area.

Module 10: Future Trends in ERM

1. Emerging technologies shaping ERM.
2. The role of blockchain in records management.
3. Trends in automation and smart records.
4. Ethical considerations in managing digital records.
5. Case Study: Integrating blockchain technology in ERM systems.

Training Methodology

This course employs a participatory and hands-on approach to ensure practical learning, including:

- 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	04 Dec 2026	Online	$2,000
23 Nov 2026	04 Dec 2026	Physical	$3,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$9,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$12,000

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

Register Online Now