Records Governance Training Course

Professional Development Training Course Outline

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

Course Introduction

Records Governance Training Course is designed to enhance organizational capabilities in records management, information governance, compliance management, and digital transformation. The course focuses on modern records governance frameworks, regulatory compliance, data protection, retention strategies, electronic records management systems, and information lifecycle management. Organizations today require effective governance structures to ensure records are accurate, accessible, secure, and properly maintained throughout their lifecycle. This training equips professionals with advanced knowledge of global records governance standards, risk management practices, and emerging technologies shaping the future of information management.

Effective records governance improves operational efficiency, strengthens accountability, supports legal compliance, and protects critical business information assets. Through practical case studies, industry best practices, and internationally recognized governance models, participants will develop skills in records classification, metadata management, audit preparation, digital preservation, and records policy development. The course supports organizations seeking to establish robust information governance programs that align with strategic objectives, cybersecurity requirements, and global regulatory expectations.

Programme Curriculum

Records Governance Training Course

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Course Objectives

1. Develop advanced knowledge of records governance frameworks and international standards.
2. Understand information lifecycle management and records retention strategies.
3. Implement effective electronic records management systems and digital governance solutions.
4. Apply compliance management principles for regulatory and legal requirements.
5. Enhance data protection and information security practices.
6. Develop organizational records policies and governance structures.
7. Improve audit readiness through effective records control mechanisms.
8. Apply metadata management and records classification techniques.
9. Understand emerging trends in artificial intelligence and digital records management.
10. Strengthen risk management approaches for organizational records.
11. Improve decision-making through effective information governance practices.
12. Develop skills in records monitoring, evaluation, and continuous improvement.
13. Establish sustainable records governance programs aligned with business objectives.

Organizational Benefits

- Improved regulatory compliance and reduced legal risks.
- Enhanced protection of organizational information assets.
- Increased operational efficiency through structured records processes.
- Better decision-making through reliable information access.
- Improved audit preparedness and accountability.
- Reduced risks associated with data loss and poor records management.
- Stronger cybersecurity and information protection capabilities.
- Standardized records governance practices across departments.
- Improved digital transformation readiness.
- Enhanced organizational transparency and performance.

Target Audiences

1. Records Managers and Information Governance Professionals.
2. Compliance Officers and Risk Management Specialists.
3. Government Administrators and Public Sector Managers.

4. Archivists and Document Control Professionals.
5. IT Managers and Digital Transformation Teams.
6. Legal Professionals and Corporate Governance Officers.
7. Quality Assurance and Audit Professionals.
8. Business Leaders responsible for information management.

Course Duration: 5 days

Course Modules

Module 1: Fundamentals of Records Governance

- Introduction to records governance principles, frameworks, and best practices.
- Understanding the role of records governance in organizational success.
- Overview of records lifecycle management processes.
- Exploring global records governance standards and regulations.
- Case study: Implementation of governance frameworks at government institutions.
- Developing foundational records governance strategies for organizations.

Module 2: Records Management Policies and Frameworks

- Designing effective records management policies and procedures.
- Establishing governance structures and accountability responsibilities.
- Aligning records policies with organizational objectives.
- Understanding international compliance requirements.
- Case study: Corporate records policy transformation in multinational organizations.
- Creating sustainable records governance frameworks.

Module 3: Information Lifecycle Management

- Understanding creation, classification, storage, and disposal of records.
- Developing effective retention and disposition schedules.
- Managing active, inactive, and archived records.
- Applying lifecycle governance principles to digital information.
- Case study: Lifecycle management improvements in financial institutions.
- Optimizing organizational information flow.

Module 4: Electronic Records Management Systems

- Understanding electronic document and records management technologies.
- Implementing digital records governance solutions.
- Managing electronic records security and accessibility.
- Evaluating records management software capabilities.

- Case study: Digital records transformation in healthcare organizations.
- Improving efficiency through electronic records systems.

Module 5: Compliance, Risk, and Data Protection

- Understanding legal and regulatory requirements affecting records.
- Managing compliance risks through governance controls.
- Applying privacy and data protection principles.
- Preparing records systems for audits and inspections.
- Case study: Data compliance initiatives in global enterprises.
- Strengthening organizational risk management practices.

Module 6: Records Classification and Metadata Management

- Developing classification systems for organizational records.
- Understanding metadata standards and information retrieval.
- Improving searchability and records accessibility.
- Managing taxonomy and indexing processes.
- Case study: Metadata improvement projects in international organizations.
- Enhancing information accuracy and usability.

Module 7: Digital Preservation and Emerging Technologies

- Understanding digital preservation strategies and challenges.
- Applying artificial intelligence in records governance.
- Exploring automation and cloud-based records solutions.
- Managing long-term accessibility of digital information.
- Case study: Digital preservation programs in national archives.
- Preparing organizations for future information management trends.

Module 8: Monitoring, Auditing, and Continuous Improvement

- Developing records governance performance indicators.
- Conducting governance reviews and compliance assessments.
- Improving monitoring and reporting processes.
- Establishing continuous improvement strategies.
- Case study: Records governance maturity improvement in global companies.
- Building resilient and future-ready governance programs.

Training Methodology

- Interactive instructor-led sessions covering global records governance practices.
- Practical exercises focused on records management challenges.
- Case study analysis from international organizations and industries.
- Group discussions on governance frameworks and compliance issues.
- Workshops on developing records policies and procedures.
- Demonstrations of digital records management approaches.
- Knowledge assessments and professional feedback sessions.

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
23 Nov 2026	27 Nov 2026	Physical	$1,500

Start Date	End Date	Location	Price
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

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