



London TDM

# Administration and Office Management Training Courses

**Course Venue:** Malaysia - Kuala Lumpur

**Course Date:** From 29 March 2026 To 02 April 2026

**Course Place:** Royale Chulan Hotel

**Course Fees:** 6,000 USD

## Introduction

This 5-day professional course on "Records and Document Management Systems" is designed to provide participants with comprehensive knowledge and skills to effectively manage records and documents in an organizational setting. From understanding the basic principles to exploring advanced technologies, this course will equip attendees with the necessary tools to implement and maintain efficient document management systems.

## Objectives

- Understand the fundamentals of records and document management systems.
- Explore various types of record-keeping systems and technologies.
- Learn about legal and compliance requirements for document management.
- Develop skills to implement and maintain effective document management systems.
- Enhance the ability to troubleshoot common issues in document management processes.

## Course Outlines

### Day 1: Introduction to Records and Document Management

- Overview of records and document management
- Importance and benefits of effective document management
- Types of records and classifications
- Key components of document management systems
- Introduction to industry standards and frameworks

### Day 2: Legal and Regulatory Requirements

- Overview of legal and regulatory requirements
- Data protection and privacy laws
- Retention policies and schedules
- Ensuring compliance with industry standards
- Case studies on compliance breaches

### Day 3: Implementing Document Management Systems

- Steps to implement an effective system
- Selecting appropriate technologies and software
- Integrating systems with existing IT infrastructure
- User training and change management
- Project management and rollout strategies

### Day 4: Advanced Technologies and Trends

- Digital transformation in document management
- Cloud-based solutions and their benefits
- Automation and AI in document management
- Data analytics and insights from document management systems
- Emerging trends and future directions

## **Day 5: Maintaining and Improving Systems**

- Best practices for maintaining systems
- Continuous improvement processes
- Troubleshooting common issues
- Performance evaluation and reporting
- Feedback mechanisms and user satisfaction