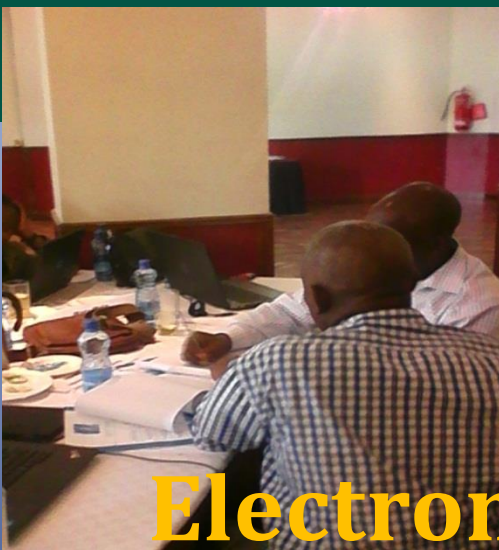


TRAINING SCHEDULE



Electronic Records & Document Management – Training

Electronic Document & Records Management

WHY ATTEND THE COURSE?

In a survey that Kenvision Techniks carried out on 100 major organisations/institutions in Kenya in **January 2016**, it was revealed that over 95% of staff working in these organisations did not have basic skills in records management, that 97% of these staff lost more than 2 hours per week looking for misfiled or misplaced documents and that 90% did not have a clue of what a filing system is and were not even aware whether the organisation followed any filing system.

97% of the organisations confessed that they did not have information management policy leave alone records management policy and that they would have to seek outside help if they were to come up with one.

The above state of affairs begs for action to be taken by management if the organisations want to survive the information and knowledge economy that we live in today.

PROGRAMME OBJECTIVES

This programme aims to enable participants to achieve the following objectives:

- To understand advanced records management policies, procedures, standards including information security standards
- Help develop business case and requirements for the selection and procurement of document and records management

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CORPORATE SOLUTIONS

We create customized Training Solutions for you in:

- Records Management
- Information Management
- Knowledge Management
- CCTV and Intruder Alarm Installation & Management
- Access control
- Team Building
- Corporate Governance
- Project Management
- Performance Management
- GIS
- Procurement & Supply Chain Management
- Stores & Inventory Management
- Communication & Reporting

Please contact us for more detailed information and registration:

Mobile: +254 725 579 251

Mobile: +254 731 983 372

E-mail

ken_trainers@kenvisiontechniks.com

Website

www.kenvisiontechniks.com

Electronic Document & Records Management

- Create a records management and information security plan of action to implement in their organization and learn from best practice implementations and case studies
- Learn advanced concepts for managing information and records, such workflow, file plan, archiving, auditing, compliance and version control
- Review industry leading solutions and vendors in this marketplace
- Using metadata, business classification scheme, taxonomy and setting retention plans
- Learn how to implement legislation, standards and regulation
- Create advanced policies and procedures
- Setting up access controls and security procedures
- Develop storage models, audit trail and storage technologies

COMPETENCIES TO BE DEVELOPED

Participants will develop the following competencies:

- Understand advanced records management policies, procedures and standards including ISO15489 and ISO27001
- Develop key strategies for meeting compliance, legal and audit requirements
- Create records management business tools like electronic file plan, retention and disposal rules, security rules, archiving, confidentiality and privacy
- Link how records management systems and implement across your organization
- Explore the implications of an Enterprise Content Management (ECM) strategy in conjunction with records management and information security

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Electronic Document & Records Management

COURSE OUTLINE

Day 1

Introduction

Generally Accepted Recordkeeping Principles: Examination and application the following principles in Records as Information Management

- *Accountability*
- *Integrity*
- *Protection*
- *Compliance*
- *Availability*
- *Retention*
- *Disposition*
- *Transparency*

Information Governance Model

ERM Project and Programme Management

- ERM implementation Program Key Requirements
- implementation of a new ERM environment-
- Key elements

ERM Program: Impact areas

Information Governance framework

Information Governance: - Implications of Information Governance for ERM

Day 2

Business case: - **Rationale of producing one**

Developing a Business case: - Realizing the benefits of an ERM programme

Business Classification Schemes

- Introduction

Business and Systems Requirements:

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Electronic Document & Records Management

- route-map to an ERM requirements specification
- Using standard business and systems requirements specifications
- Model Requirements for the Management of Electronic Records (MoReq)
- Issues and challenges to expect

Day 3

Business Classification Schemes:

- Introduction to BCS
- Development strategy - incremental or 'big bang'
- Development process for a BCS
- Key challenges in developing a BCS

Users and User Involvement

- users in an ERM-enabled environment
- Entering the information,
- Impacts on users of a move to an ERM-based environment
- User involvement and Critical Success Factors (CSFs)

Day 4

Users and User Involvement

- Post implementation – during 'steady-state' / maintenance

IT Infrastructure

- ERM developments' high impact on IT infrastructure
- The ERM IT infrastructure framework

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Mobile: +254 731 983 372

Office: +254 20 529 5136

E-mail
ken_trainers@kenvisiontechniks.com
[m ken_trainers@kenvisiontechniks.com](mailto:ken_trainers@kenvisiontechniks.com)

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Electronic Document & Records Management

- Factors which drive the level of impact on the IT infrastructure
- Implications of introducing ERM on IT infrastructure
- Real-life example of some ERM IT infrastructure projects

Day 5

Pilot or Model Office

- Rationale for having a pilot or model office
- Planning considerations
- Training requirements by user group

Rollout

- Conditions that must be met prior to commencement of rollout
- ERM generic outline plan
- Typical work packages in an ERM implementation programme
- A 'Fallback Plan'

Post Implementation

- Developing business processes
- Benefits management
- User training
- Monitoring user feedback
- System monitoring and changes
- System changes and upgrades

THE END

WHO SHOULD ATTEND?

- Professionals and leaders who wish to learn more about document management strategies for improving organizational efficiency

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Electronic Document & Records Management

- Personnel moving into leadership roles to embrace better controls for managing paper and electronic documents
- Information security professionals
- Document controllers and administrators
- IT Management
- Records managers
- Document controllers
- Technical staff
- Document and Records Management personnel
- Document Management Supervisors
- Suppliers, Solution Providers and Vendors
- Executives
- Users of Document and Records Management
- Personnel seeking to enhance their skills

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Electronic Document & Records Management

Venue, Period, Fee, Terms & Conditions & Host



Venue: *The Sunstar Hotel, Nairobi.*



Fee: *USD 790*



Terms & Conditions: *Charges Include: tuition, learning materials, & Certification but exclude meals, travel and accommodation.*



Date: *as indicated on the event page*



Host: **KENVISION TECHNIKS LIMITED.**



URL: <https://kenvisiontechniks.com/electronic-records-management-cert/t>

Prepared and issued signature by

Solomon Kaminda, - Corporate Response Officer,

Kenvision Techniks

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