Classroom Based Courses + Online Live Classes

Batches Starts 1st Week of Every Month

@ Hyderabad

Document Management

In line with International standards & Industry requirements

This course covers the best practices of Document Control with a very practical and hands-on approach, and it goes through all the components, the core expert topics and activities of the profession.

It also defines the theory, the scope, the boundaries and the ethics of the profession

What are the benefits of Document Management course?

By the end of this course, participants will be able to:

- Grasp the requirements for Document Control, traceability, auditability, quality, consistency.
- Understand the role and responsibilities of the Document Controller – more specific to EPC Environment.

Typical job titles

- ➢ Assistant Document Controller
- ➢ Document Controller
- ➢ Lead Document Controller
- ➢ Documentation specialist

COURSE CONTENT

- Introduction to Document Controller(Roles and Responsibilities)
- The Basics of Document Controlling
- Data Organize & Creating Filing Structure
- Document Identification
- Document Classifying, Filing & Information Security
- Product Documentation
- Documents Lifecycle
- Document Distribution Methodology
- Doc Scanning & Organizing
- Document Review/Approval
- Control of Internal/Client Document
- Controlling of Superseded Documents/Achieving
- Data Encryption
- Electronic Doc Management System (EDMS)
- EDMS Software File Repository

We empower our students to work hard and reach their potential.

With

1. Communication Skills
2. Business Correspondence
3. Job Interview Skills