

Helping Create Performance Excellence

Management of Organizational Documentation Systems

Including Meeting & Exceeding ISO 9001 Compliant Documentation
Including Managing Moving From Manual To Computerized System

4 Week Training Workshop

- ✓ Supporting Processes
- ✓ Document Organization & Access
- ✓ Document Control
- ✓ Knowledge Management

A 4 Week Training Workshop

What is Covered in this Program?

1. This program will ensure you will design, implement, upgrade or manage your DMS/EDMS/TDMS systems – Right First Time.
2. Too many companies have made implementation mistakes that are now costing them millions to rectify or re-implement.
3. DMS/EDMS/TDMS system specifications must be suitable for future upgrade to Intelligent Drawings/ GIS/Facility Management Applications.
4. This program covers the Technology, Quality Assurance, TQM and Management of your Organization's Document Management System (both manual and computer based).
5. Methodologies and Technologies covered include moving your department from Manual to Computerized EDMS, Enhancing Productivity QA through the Use of New Technologies, And, Ensuring Future Compatibility with Intelligent Systems
6. You will learn about the Best Worldwide Practices in Organizational Documentation Systems.
7. Latest Systems
8. Planning Implementation of New Systems
9. Technology Contractual Issues
10. Management of Documentation Projects
11. Moving from Manual to Computerized EDMS.
12. Enhancing Productivity QA through the Use of New Technologies
13. Ensuring Future Compatibility with Intelligent Systems.

Program Contents

1. Problems Caused by Inadequate Document Records
2. Problems Caused by Inadequate Document Control
3. Supporting Business Processes
4. Supporting Projects
5. Supporting Organizational Knowledge Base
6. Moving from Paper Based to Electronic Document System
7. Features in Document Management Systems available today
8. Features and What Impact they have on Productivity
9. Management of Documentation Systems (Planning, Organizing,

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Management of Organizational Documentation Systems Training (MDM307-4)

Delegating, Motivating, Solving Day to Day Problems, Coaching & Training, Reporting Performance, Performance Evaluation)

10. Outsourcing & Subcontracting Document Management Issues
11. Document Service Monitoring and Evaluation
12. Special Case of Engineering Drawings and Maps
13. Implementation Document Management Strategies
14. Document Project Management Implementations
15. Documentation Strategic Plan - 5/10 year Plan
16. Supporting Future Intelligent Systems
17. Workshop 1
18. Workshop 2
19. Advanced Topics - More Details on Some Above Issues Important for Participants
20. Increasing Productivity through Using Standard Forms, Templates, Checklists to Perform the Work Processes
21. Performance Management System to Measure Level of Performance in the Above Processes - we will develop the KPIs for the Above Processes
22. Planning & Implementing a Departmental/Functional Knowledge Base
23. Workshop 3
24. Setting up Early warning system to Provide Decision Support System
25. Workshop 4
26. Aligning Performance to Organizational Vision, Mission & Strategic Objectives
27. Your Individualized Action Plan for Leadership in Your Department/Section/Function
28. Workshop 5
29. Performance Management System for Your Department/Section/Function

30. Your Individualized Action Plan
31. Program Recommendations

Who Should Attend?

All Document Control Professionals, Project Documentation Team Members, Head of Engineering Documents, Custodians for Organizational Documents, Documentation Consultants and Members of ISO9001 Implementation, Audit and ReEngineering Teams.

This program can be used to train Documentation implementation teams - when a new Management project or Documentation initiative is being started in your organization; when a new strategic focus is being initiated, and, just prior to a consultant being hired to advise the organization for any of the above.

Program Outcomes and Takeaways

Euro Training is in the business of providing practically useful training programs. Programs that -

1. Help the participant implement systems in his organization
2. Help the participant gain *multi-discipline* understanding of the issues related to Management of Organizational Documentation Systems so that he can incorporate the needs and expectations of all stakeholders and all his customers, in his improvement proposals and actions
3. Help build a knowledge framework in which job related experience can be caught and remembered as his experience

Benefits to Organization

Sending participant/s to this program will benefit the organization in the following ways-

1. Quickly make the participants competent, effective and productive on their job. Useful especially for
 1. Training new employees

Management of Organizational Documentation Systems Training (MDM307-4)

2. Competency building in existing employees transferred to a new assignment
3. Training prior to a new project or initiative planned in the organization
2. Help the employee do his job well by developing competencies related to-
 1. Relevant technical knowledge and skills
 2. Organizations' strategic objectives
 3. Needs and expectations of the stakeholders/customers (internal and external)
 4. Good management practices
 5. Identifying opportunities to exceed stakeholder/customer expectations

Individual Career Benefits for Participants

1. You gain a multi-discipline understanding of the issues. That means, when you make proposals or decisions on your job, you will keep in mind the needs and expectations of ALL the stakeholders/customers (internal and external).
2. The action plan you take away will help you make a difference in your business unit or organization! When you talk about this difference you have made to your organization in your resume, you will be a prime candidate for career advancement in your own organization or in your next job(s).

This Program is Intended for...

Those new to the field take away a good multi-discipline understanding of the issues involved in their work. It helps them in becoming productive quickly and in building a knowledge framework that will help them identify, understand, classify and remember on the job learning and experiences.

More experienced participants take away an individualized action plan as mentioned in the previous sections.

Implementation Teams: This program can be used to train implementation teams...

1. when a new project or initiative is being started in your organization
2. when a new strategic focus is being initiated
3. just prior to a consultant being hired to advise the organization

Each participant will take away a memorable and potentially life changing experience from the program.

Registration Recommendations

Team Nominations: This program aims to ensure the participants have their individualized improvement plan at the end of the program. So, foreseeing the effort involved, anticipating resistance and implementation requirements, it is recommended that the organization nominate **at least two participants together** (three will be more desirable) for this program.

It is anticipated that these 2 or more participants will work together as a team or provide mutual support in order to implement the action plan.

Single nominations will also be accepted for the program. Single nominations are typically used to -

1. Develop personnel skills in critical skills and methodologies covered in this program.
2. Train individuals for leadership roles in business units or departments. This program will help the participant coach and lead his team in these critical skills and methodologies. (The program typically does not cover coaching skills but provides the related technical understanding in an easy to communicate manner).

For Latest Program Schedule Email

mdm307-4@EuroTraining.com

www.eurotraining.com/bro/mdm307-4.php

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REGISTRATION FORM	
Program:	Management of Organizational Documentation Systems Training (MDM307-4)
Location Where Attending:	
Program Dates:	
Whether Participant will Consider Alternate date if one requested is not available:	
Participant Name Prefix: Mr/Ms/Mrs	
Participant Name:	
Participant Job Title:	
Participant Department & Section:	
Participant Employer/ Company:	
Participant's Present Job Responsibilities:	
Participant Email Address:	
Participant Mobile Number:	
Sponsored by:	
Sponsoring Company:	
Job Title of Sponsoring Authority:	
Name of Sponsoring Authority:	
Email of Sponsoring Authority:	
Fax of Sponsoring Authority:	
Telephone Nos. of Sponsoring Authority:	
Web Site of Sponsoring Company:	
Invoice Reference:	
Invoicing Address:	

REGISTRATION INFORMATION

1. **To register:** Please send us an official letter confirming registration (on organizational letterhead or Authorized Email).
2. Program Fee is
 - o USD \$17,800 per participant and includes Course Materials, Certificate, Refreshments and Lunch. (Fee at London, Paris and Kula Lumpur is \$19,580 per participant)
3. Accommodation & Taxes/VAT (if applicable) is not included in Program fee. Special rates will be available at venue hotel for the participants.
4. Special discount of 10% is offered for participants who pay their fees at least 45 days before start of the program.
5. Refund will not be considered where the participant cancels his registration less than 3 weeks before start of the program. Alternate nominations will be allowed anytime before program start.
6. All participants are required to fill in Participant Information form - on first day of the program. Each program Undergoes Customization to Better Meet Participant Present and Future Career Needs. Please be prepared to let the Instructor/s know about your organization's Special Needs, Interests or Initiatives.
7. It is always useful for participants to bring their existing problems or case studies, work-process flow charts or job related problems for discussion - consideration will be at sole discretion of the program director/s.
8. **Provisional Registration:** You can make a provisional registration by sending us an email – an official registration request can be made within 2 weeks. This will ensure we will reserve a seat. All provisional registrations automatically cancel 2 weeks before program start.
9. Please note: No Live Voice Requests for Registration or Provisional Registrations.

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