

Enterprise Content Management (ECM) Masterclass

Formulating key strategies for optimum documentation control

12 – 13 September 2022

This is an **interactive Virtual Instructor-Led Training (VILT)**.
Kindly ensure you have a working Webcam and Headset with Microphone.

KEY BENEFITS OF ATTENDING

- **UNDERSTAND** advanced ECM global best practices, tools, techniques, systems, policies and procedures including ISO9001 documentation control management
- **DEVELOP** key strategies for information security, information governance, information architecture and business change
- **MANAGE** large volumes of digital content from capture to destruction or long-term archiving
- **BUILD** digital and paper filing, and classification systems
- **IMPLEMENT** digital assets and rights management, electronic signature systems, and web and social content management tools
- **LINK** knowledge of document management with records management systems
- **EXPLORE** the implications of an ECM strategy with scanning, printing, publishing and information archiving
- **DEVELOP** action plans for content audits and information compliance that meet global standards