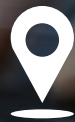


DOCUMENT MANAGEMENT AND CONTROL

Master the art of modern document control

17 & 18 September 2025
9.00am - 5.00pm | GMT +8



Concorde Hotel
Kuala Lumpur, Malaysia

WHY YOU SHOULD ATTEND

Participants will gain a comprehensive understanding of the document lifecycle, from creation to disposal, learning how to track changes transparently and maintain audit trails. Access control and permissions are examined in detail, emphasizing the balance between transparency and confidentiality.

Further topics include metadata assignment, taxonomy design, policy compliance, and engagement strategies. The course also explores advanced concepts such as automation, analytics, regulatory compliance, and auditing. By the end of the course, participants will be equipped with the knowledge to implement effective document management systems (DMS/EDMS) and prepare for future trends in document control technology.



HRD Corp Claimable Programme

TARGET AUDIENCES

This event has been specifically designed for: -

- Document Controllers
- Document Administrators
- Management Supervisors
- Records Management Personnel
- Information Security Professionals
- Executives and Leaders
- Document & Record Management Systems Users

Organised by:



WEventz Pte Ltd (Singapore)
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