

Document Controller Training

Duration: 16 Hours (2 Days)

Overview

The Document Controller Training course is an extensive program designed to equip learners with the skills needed to manage and control documents effectively within various sectors. This course, available online, offers a comprehensive education in document management courses, covering the fundamentals and advanced techniques of document control. Throughout the course, participants will delve into the role of a document controller, learn about document lifecycle, classification, distribution, and how to maintain document integrity. The course also covers the use of electronic document management systems, emphasizing their importance in modern document control practices. By learning how to interact with project teams and manage workloads, learners will be able to support technical teams efficiently. Upon completion of this document controller course online, participants will be able to implement best practices in document control, ensuring that all documents are accurate, secure, and accessible, enhancing their career prospects in this vital administrative field.

Audience Profile

Koenig Solutions' Document Controller Training course is tailored for professionals overseeing critical document management in various sectors.

- Document Controllers
- Quality Assurance Managers
- Compliance Officers
- Records Managers
- Information Managers
- Project Managers
- Construction Managers
- Engineering Managers
- Technical Writers
- Data Governance Specialists
- Archivists and Librarians
- IT Professionals managing EDMS
- Administrative Staff in charge of document handling
- Professionals in legal, healthcare, construction, energy, and manufacturing sectors requiring document control knowledge
- Any individual aspiring to enter the field of document control or enhance their existing document management skills.

Course Syllabus

1. Introduction to Documentation Management

- Understanding Documentation and the Responsibilities of a Documentation Specialist

2. Fundamentals of Documentation Oversight

- Key Documentation Checks and the Role of a Gatekeeper

3. Document Labeling and Classification

- Ensuring Document Traceability
- Methods for Document Identification (e.g., numbering, metadata, and naming conventions)

4. Organizing and Securing Documentation

- Best Practices for Document Structuring and Information Protection

5. Managing the Document Lifecycle

- Stages of a Document's Life: Creation, Review, Approval, and Obsolescence
- Preventing the Use of Outdated Documents

6. Distribution and Accessibility of Documents

- Ensuring Proper and Efficient Distribution of Documents to Relevant Stakeholders

7A. Documentation in Project Management

- Managing Project Deliverables and Documentation Flow
- Collaborating with Clients, Contractors, and Vendors
- Maintaining the Master Document Register (MDR)

7B. Finalization and Completion Documentation

- The Role of Documentation Specialists in the Finalization and As-Built Phases

8. Developing Documentation Procedures and Standards

- Importance of Procedures in Document Management
- Key Elements to Include in Document Management Protocols

9. Digital Document Management Systems

- Software Tools for Document Management and Their Functionalities
- Enhancing Document Management with Technology

10. Collaborating with Technical Teams and Leadership

- Supporting Engineering and Project Teams
- Managing Workload and Navigating Challenging Situations