

EDMS: Digital Transformation & Change Management

Learn practical approaches to leading digital transformation, managing change, and implementing document management systems.

16 Hours

DURATION

4

MODULES

39

TOPICS

COURSE OVERVIEW

TOC provided does not include high technical skills or programming languages. It focuses on practical, non-programming approaches to digital transformation, system implementation, and change management. The content is designed to be accessible to business leaders, managers, and professionals who may not have deep technical expertise, but who need to understand the strategic, organizational, and process aspects of these topics.

WHO THIS COURSE IS FOR

Business Leaders

Project Managers

Change Managers

IT Managers

Operations Managers

Implementation Teams

LEARNING OBJECTIVES

- Identify key success factors in leading digital transformation
- Evaluate platforms and vendors for EDMS selection
- Explain the role of EDMS in supporting business strategy
- Apply change management techniques to support system adoption
- Plan communication strategies to overcome resistance to change
- Describe EDMS architecture and key system components
- Compare EDMS implementation across construction and healthcare
- Assess big data storytelling for business intelligence decisions

4 Modules, 39 Topics

01

Leading Digital Transformation

PRACTICAL STEPS ON HOW TO LEAD DIGITAL TRANSFORMATION IN YOUR BUSINESS OR COMPANY

- Understanding Digital Transformation
- Key Success Factors
- Case Studies and Examples

HOW TO EVALUATE THE RIGHT PLATFORM FOR YOUR COMPANY OR BUSINESS

- Criteria for Platform Selection
- Comparison of Popular EDMS Platforms
- Vendor Evaluation and Selection Process

LEAD DIGITAL TRANSFORMATION THROUGH ELECTRONIC DOCUMENT MANAGEMENT

- Role of EDMS in Digital Transformation
- Aligning EDMS with Business Strategy
- Real-Life Examples of Successful Digital Transformation

02

Change Management and System Adoption

HOW TO PREPARE YOUR ORGANIZATION OR PROJECT PARTICIPANTS THROUGH CHANGE MANAGEMENT

- Introduction to Change Management
- Techniques for Managing Change
- Communication Strategies
- Overcoming Resistance to Change

HOW TO ENSURE ADOPTION OF YOUR CHOSEN PLATFORM

- User Training and Support
- Continuous Improvement Strategies
- Monitoring and Measuring Adoption

CHANGE MANAGEMENT FOR SOFTWARE IMPLEMENTATIONS

- Understanding the Importance of Change Management
- Key Principles and Models
- Real-World Application in Software Implementations

03

Implementing Document Management Systems (EDMS)

HOW TO SET UP THE SYSTEM ARCHITECTURE OF AN EDMS

- Overview of EDMS Architecture
- Key Components and Their Functions
- Best Practices for System Configuration

HOW TO IMPLEMENT A DOCUMENT MANAGEMENT SYSTEM FOR CONSTRUCTION

- Specific Challenges in Construction
- Step-by-Step Implementation Guide
- Success Stories in the Construction Industry

HOW TO IMPLEMENT A DOCUMENT MANAGEMENT SYSTEM FOR BUSINESS

- Identifying Business Needs
- Case Studies in Various Industries

HOW TO IMPLEMENT A DOCUMENT MANAGEMENT SYSTEM FOR HOSPITALS

- Healthcare-Specific Requirements
- Ensuring Compliance with Healthcare Regulations
- Case Studies in Hospital Implementations

04

Data and Project Management

STORYTELLING THROUGH BIG DATA - BUSINESS INTELLIGENCE

- Leveraging Big Data for Decision Making
- Techniques for Effective Data Storytelling
- Tools and Technologies for Business Intelligence

HOW TO IMPLEMENT A PROJECT MANAGEMENT SYSTEM

- Selecting the Right Project Management Tool
- Integration with Existing Systems
- Best Practices for Implementation and Adoption

SOFTWARE IMPLEMENTATION

- Phases of Software Implementation
- Tips for Successful Implementation
- Common Challenges and How to Overcome Them

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

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