ISO 30301:2011 Management Systems for Records Training Course

Professional Development Training Course Outline

Category	Quality Assurance and ISO standards	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

ISO 30301:2011 Management Systems for Records training course provides organizations with a structured pathway to enhance records management, governance, and compliance. In today?ÇÖs digital age, efficient and compliant records management ensures organizations protect sensitive information, streamline business processes, and improve operational efficiency. This training emphasizes the core principles of ISO 30301:2011, empowering participants with best practices in documentation, security, digital transformation, and lifecycle management of records while integrating risk management strategies.

Through interactive learning and real-life case studies, participants will explore how to establish, implement, maintain, and continually improve management systems for records. With a focus on trending practices like information governance, data privacy, sustainability, and digital transformation, the course bridges the gap between compliance requirements and organizational objectives. Professionals will gain the tools and techniques required to support transparency, accountability, and regulatory alignment in various industries.

Programme Curriculum

ISO 30301:2011 Management Systems for Records Training Course

Introduction

ISO 30301:2011 Management Systems for Records training course provides organizations with a structured pathway to enhance records management, governance, and compliance. In today?ÇÖs digital age, efficient and compliant records management ensures organizations protect sensitive information, streamline business processes, and improve operational efficiency. This training emphasizes the core principles of ISO 30301:2011, empowering participants with best practices in documentation, security, digital transformation, and lifecycle management of records while integrating risk management strategies.

Through interactive learning and real-life case studies, participants will explore how to establish, implement, maintain, and continually improve management systems for records. With a focus on trending practices like information governance, data privacy, sustainability, and digital transformation, the course bridges the gap between compliance requirements and organizational objectives. Professionals will gain the tools and techniques required to support transparency, accountability, and regulatory alignment in various industries.

Course Objectives

1. Understand the ISO 30301:2011 framework and its core principles.
2. Implement effective records management systems aligned with compliance requirements.
3. Strengthen organizational governance through structured documentation practices.
4. Enhance transparency and accountability using recordkeeping standards.
5. Apply digital transformation strategies for effective records lifecycle management.
6. Develop risk management approaches in recordkeeping and compliance.
7. Align records management with sustainability and business continuity goals.
8. Ensure protection of sensitive information through security frameworks.
9. Integrate ISO 30301 with other management systems for synergy.
10. Apply case study insights to real-world organizational contexts.
11. Improve operational efficiency with optimized recordkeeping processes.
12. Support legal and regulatory compliance through ISO 30301:2011 application.
13. Promote continuous improvement and organizational resilience in records management.

Organizational Benefits

- Improved compliance with regulatory and legal requirements
- Enhanced data security and information governance
- Streamlined operational processes and efficiency
- Increased organizational accountability and transparency
- Stronger digital transformation capabilities
- Optimized records lifecycle management practices
- Reduced risks associated with information loss or misuse
- Cost savings through efficient documentation practices
- Alignment with sustainability and corporate responsibility goals
- Competitive advantage through international standard implementation

Target Audiences

1. Records managers and archivists
2. Compliance officers and auditors
3. IT and information security professionals
4. Legal and governance specialists
5. Risk management professionals
6. Quality management practitioners
7. Policy makers and administrators
8. Business continuity managers

Course Duration: 5 days

Course Modules

Module 1: Introduction to ISO 30301:2011

- Overview of ISO 30301 framework
- Importance of records management in organizations
- Key definitions and terminologies
- Historical evolution of recordkeeping standards
- Scope and applicability of the standard
- Case study: Global organization implementing ISO 30301

Module 2: Organizational Context and Leadership

- Identifying organizational context for recordkeeping
- Leadership roles in records management
- Stakeholder engagement and communication
- Developing recordkeeping policies
- Establishing governance structures
- Case study: Leadership driving ISO 30301 compliance

Module 3: Planning and Risk Management

- Strategic planning in records management
- Risk-based thinking for documentation practices
- Identifying threats and opportunities
- Objectives and performance measures
- Integration with organizational planning processes
- Case study: Risk mitigation through ISO 30301 application

Module 4: Support and Resources

- Resource allocation for records management
- Training and competence development
- Awareness and communication strategies
- Documentation and record control systems
- Infrastructure and technological requirements
- Case study: Training program supporting ISO 30301

Module 5: Operational Control of Records

- Record creation and capture processes
- Classification schemes and indexing methods
- Retention and disposal schedules
- Use of metadata and tagging systems
- Access and security controls
- Case study: Operational efficiency through ISO 30301

Module 6: Performance Evaluation

- Monitoring and measuring records management systems
- Internal audit practices and techniques
- Compliance evaluation tools
- Management review processes
- Performance indicators and KPIs
- Case study: Performance improvement in a multinational firm

Module 7: Continual Improvement

- Techniques for continuous improvement
- Innovation in records management practices
- Feedback mechanisms and corrective actions
- Leveraging technology for improvements
- Benchmarking against industry leaders
- Case study: Continuous improvement model in ISO 30301

Module 8: Integration with Other Management Systems

- Synergies with ISO 9001 and ISO 27001
- Integrated management system approach
- Cross-functional collaboration strategies
- Benefits of integration for compliance and efficiency
- Overcoming integration challenges
- Case study: ISO 30301 integration with ISO 27001

Training Methodology

- Instructor-led presentations with expert facilitators
- Interactive group discussions and knowledge sharing
- Hands-on workshops with practical exercises
- Real-life case studies and problem-solving sessions
- Role-playing scenarios for decision-making skills
- Quizzes and knowledge checks for reinforcement

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

Ready to enroll or request a customized program? Book online or contact us:

Register Online Now

Email: info@fineskilltrainingcenter.com | Website: www.fineskilltrainingcenter.com