Training Course on Managing E-Records

Professional Development Training Course Outline

Category	Information Technology	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

In today’s data-driven landscape, effective electronic records management (ERM) is critical for maintaining regulatory compliance, ensuring data security, and enhancing workflow efficiency. Organizations across all sectors are generating vast amounts of digital content, making it essential to implement strategies for the organization, storage, retrieval, and protection of e-records. Training Course on Managing E-Records empowers professionals with the essential tools and up-to-date practices to manage, monitor, and govern electronic records responsibly.

As digital transformation accelerates, compliance risks, cyber threats, and data retention challenges grow more complex. This course covers best practices in information governance, document lifecycle management, and data privacy regulations, such as GDPR and HIPAA. Whether you're in healthcare, finance, education, or government, managing e-records strategically helps prevent data loss, boosts operational efficiency, and ensures compliance with international standards.

Programme Curriculum

Training Course on Managing E-Records

Introduction

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Course Objectives:

1. Understand the fundamentals of electronic records management (ERM)
2. Identify key compliance standards for e-records (GDPR, HIPAA, FOIA)
3. Develop secure digital archiving systems
4. Implement an effective document lifecycle management strategy
5. Mitigate cybersecurity risks related to digital files
6. Improve data retention policies across departments
7. Ensure legal and audit readiness through e-records transparency
8. Utilize cloud storage solutions for record management
9. Incorporate metadata tagging for enhanced searchability
10. Leverage automation tools for records processing
11. Create policies for remote access and mobile records management
12. Train staff in e-discovery and data recovery best practices
13. Monitor recordkeeping compliance metrics using dashboards

Target Audience

1. Records Managers
2. Compliance Officers
3. IT Security Professionals
4. Legal & Audit Teams
5. HR Managers
6. Healthcare Administrators
7. Government Staff
8. Information Governance Consultants

Course Duration:

- 5 days

Course Modules

Module 1: Introduction to E-Records Management

- Definition and scope of e-records
- Regulatory landscape overview
- Challenges in digital recordkeeping
- Benefits of structured ERM systems

- Key terminologies and standards

Module 2: Compliance & Legal Requirements

- Overview of GDPR, HIPAA, FOIA
- Legal holds and e-discovery essentials
- Recordkeeping policies for audits
- Retention schedules by industry
- Risk of non-compliance

Module 3: Digital Archiving & Storage Solutions

- Archiving formats and standards
- Cloud vs. on-premises storage
- Encryption and secure access
- Backup protocols
- Long-term digital preservation

Module 4: Metadata & Indexing Techniques

- Role of metadata in record management
- File naming conventions
- Classification and tagging
- Enhancing search and retrieval
- Metadata standards (Dublin Core, ISO)

Module 5: Cybersecurity for E-Records

- Identifying threats to digital records
- Access control systems
- Incident response planning
- Endpoint protection tools
- Staff awareness training

Module 6: Lifecycle Management

- Creation to disposal lifecycle
- Version control techniques
- Record conversion and migration
- Legal and operational triggers
- Archival vs. active records

Module 7: Automation and Workflow Integration

- Records automation tools
- Integrating with ECM systems
- Role of AI in document sorting
- Audit trail creation
- Real-time monitoring

Module 8: Future Trends & Innovations

- Blockchain in recordkeeping
- Predictive analytics for ERM
- Remote management solutions
- Compliance analytics dashboards
- Preparing for next-gen technologies

Training Methodology:

This course will employ a blended learning approach incorporating:

- Interactive lectures and presentations
- Practical case studies and real-world examples
- Group discussions and collaborative exercises
- Hands-on activities and simulations
- Access to online resources and supplementary materials

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