



## ECITB Document Managers Programme

### Overview

This course is for experienced document controllers who are leading a team or looking to move into a leading position. Delivered as four modules over 2 days the course covers the following: Setting the Scene; Understanding the Requirements; Setting the Project Processes; and Leading the Document Management Function.

### Duration

2 Days

### Max Delegates

12

### Key Learning Outcomes

- Understand document management
- Understand projects and documents
- Write effective procedures or workflows
- Explain how to carry out effective reporting
- Understand how to lead or manage the document control function.

### Audience

Experienced Document Controllers who are familiar with carrying out the activities of document management. They should ideally have a minimum of two to three years' experience, preferably on two or three different aspects of the project life cycle.

### Comments on Costs

Includes delivery, ECITB registration fees, assignment marking and certification

