Consepsys

The Document Control Professionals

Consultancy, Training Courses, Certification, Publications

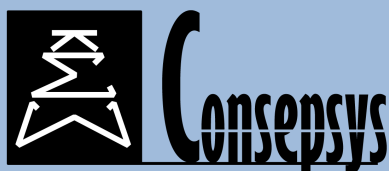# 2020
COURSE CATALOGUE

Includes updates due to Coronavirus pandemic

www.consepsys.com

The Document Control Professionals

Who we are, in a few words:

We are the worldwide leader in professional best practices in Document Control. We play a central, global and active role in disseminating and collecting the very best practices around the world.

We deliver high-quality hands-on Document Control training courses and Document Control Certification Programs around the world, as well as fit-for-purpose and cost-effective consultancy services in Document Control.

⇒ Leading Provider of Document Control Courses - Worldwide

⇒ International Certification Body of reference in Document Control

⇒ We are based in the United Kingdom, but we travel all over the world to train and certify professionals

⇒ We cover the competency aspect of the discipline, and we aim at giving practical tools and skills that directly apply to the work environment

45+ industries

6 continents

300+ major client companies

99.5% satisfaction ratio

10/10 delegates recommend us

In this catalogue:

A few words on our courses…

- We are the world **leading provider** of Document Control Training Courses & Document Control Certification Programs

- Our training courses are **high-quality, hands-on, very interactive**, practical and involve numerous workshops

- We aim at giving participants **practical tools, knowledge and skills** that **directly apply** to their work environment

We offer different levels of courses, as follows:

Face-to-face (& during pandemic Virtual Classroom option):

- **DCC course - Certified Document Control Training Course:**
  A comprehensive, hands-on and very interactive course, covering all aspects of DC tasks and DC Best practices. The course covers the **basics** and **more advanced subjects**.

- **DCA course – Advanced Document Control Course:**
  This hands-on course prepares to perform **advanced non-routine Document Control tasks**, through a balanced combination of lectures, workshops, tutorials and peer-review sessions. Participants also learn to formally manage their professional competencies.

- **DCM course - Certified Lead Document Controller Training Course:**
  This course prepares to **manage and lead DC teams**, to organize DC activities & tasks, to manage stakeholders, to communicate DC requirements and processes, and to run, implement or improve Document Control management systems.

- **Transitioning to a Manager Position:**
  Moving up to a Manager position requires a **profound change of mindset** and perspective. This course introduces participants to the management world. They learn to slip into their role as a Leader, with a better understanding of **team leading, business administration, commercial and strategic** concepts.

- **Document Control Essentials for Non-Document Controllers**
  This short course module was **specifically designed for interfaces of Document Controllers**: managers, authors, engineers, reviewers, approvers, technical teams. It aims at giving them, in a short, business-oriented and condensed session all the important need-to-know information about Document Control.

- **Seminars and 1-day course on specific topics**

Online (e-Learning modules)

3-hour web-based modules on selected subjects. Self-paced: study when you can and where you can. Fully flexible: each module can be booked separately.

EDC1	EDC2	EDC3	EDC4	EDC5
Introduction to Document Control	Project Document Control	Document Control Risks & Benefits	EDMS Implementation	Document Control Audits

Our philosophy:

All our courses cover the competency and skill aspect of the Document Control profession, which allows to adapt to any Electronic Document Management System, therefore no software package is used nor required during our courses. All our courses are based on the requirements of the ISO 9001 International Standard ("Quality Management Systems – Requirements").

FACE-TO-FACE COURSES

During pandemic Virtual Classroom option

Consepsys

CERTIFIED COURSES
Acquire competencies, learn best practices, certify your knowledge and skills

➡ **Certified Document Controller Training Course**

➡ **Certified Lead Document Controller Training Course**

ADVANCED COURSES
Take your career a step further, perfect complement to the certified courses

➡ **Advanced Document Control Training Course**

➡ **Transitioning to a Manager Position Training Course**

FOR NON-DOCUMENT CONTROLLERS
Get your interfaces* « Document Control savvy »

* managers, authors, engineers, reviewers, approvers, technical teams.

➡ **Document Control Essentials for Non-Document Controllers**

FACE-TO-FACE COURSES

During pandemic Virtual Classroom option

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The contents of our courses do not overlap:

***

DCC – Certified Document Controller

DCM – Certified Lead Document Controller

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MGR – Transitioning to a Manager Position

DCA – Advanced Document Control

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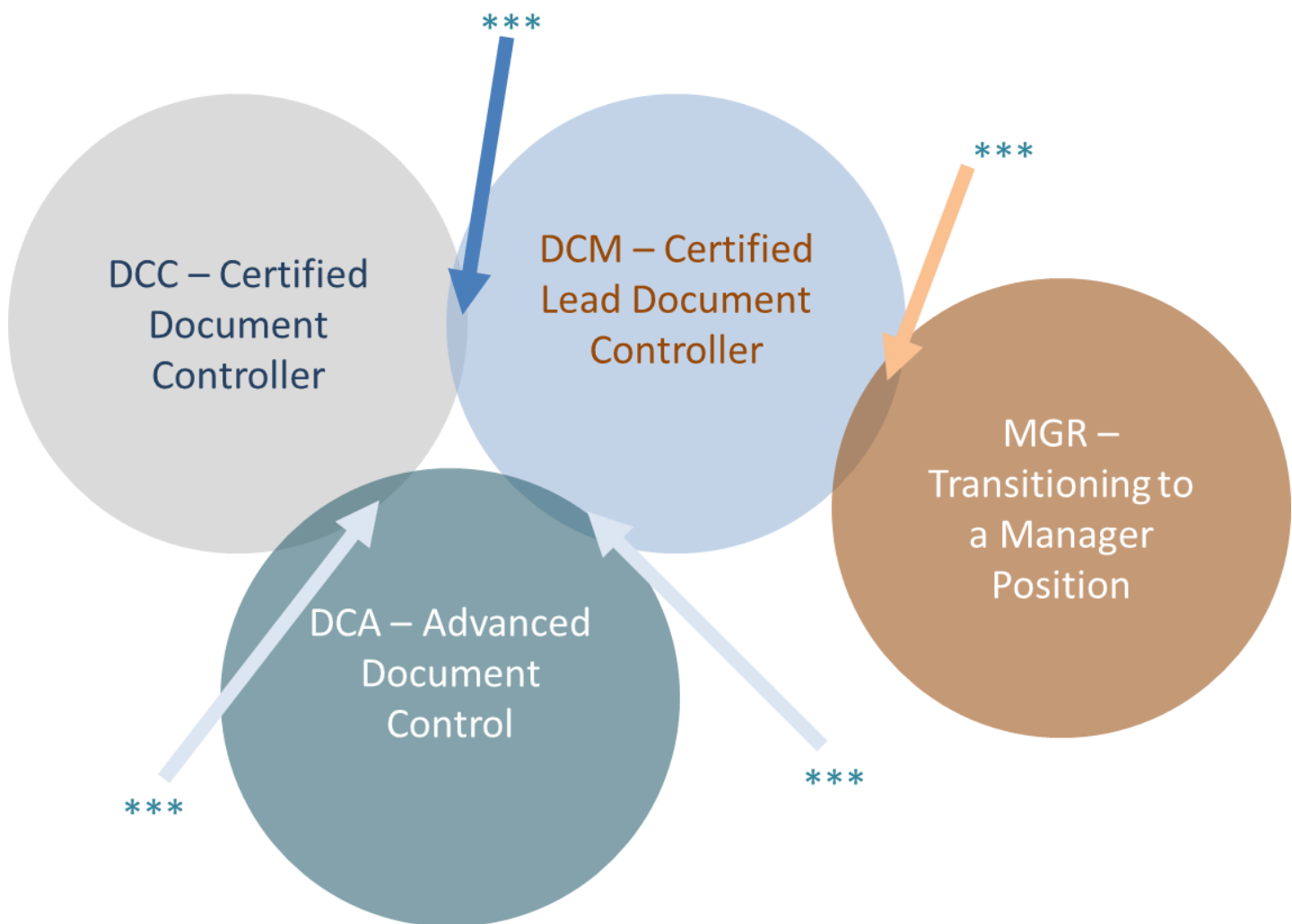
*** Common topics are covered – however, at **very** different angles

Certified Document Controller Training Course

DCC

Best Practices

Consepsys

A comprehensive and hands-on course, covering the **best practices**, the theory, the scope and the boundaries of the Document Control profession.

This course is both for:

- **Beginners** in Document Control: this course gives a robust foundation for the profession, explains all the tasks and responsibilities, and contains numerous workshops and tutorials. You will acquire competencies that can be applied to day-to-day work.

- **Experienced** Document Controllers: most Document Controllers learn the discipline 'on-the-job'. This course consolidates the profession's foundation, formalises knowledge and deepens competences. It allows experienced Document Controllers to compare their experience with best practices.

This course is based on ISO 9001 and industry best practices.

COURSE CONTENT

Unit 1: Introduction to Document Control
- What is Document Control
- Role and tasks of a Document Controller

Unit 2: The Basics of Document Control
- Document Control checks
- Gatekeeping

Unit 3: Document Identification
- How to make sure that document are identifiable
- Means of identification (numbering, metadata, document description, file naming…)

Unit 4: Document Classifying & Security
- How to organise documents
- Filing structures
- Manage information security and confidentiality

Unit 5: Documents Lifecycle
- Steps of the document's lifecycle
- Document creation, modification, review cycle, comments, approval: How to manage documents at each step of their life
- How to avoid misuse of obsolete documents

Unit 6: Document Distribution
- How to ensure an efficient and relevant distribution of documents
- Means and tools for document distribution
- Transmittal Sheets

Unit 7-A: Project Document Control
- Specifics of Project Document Control
- Managing deliverables
- Flow of project documents
- Interactions with Client, Contractors, Sub-contractors, Suppliers, Vendors
- Master Deliverable Register (MDR)

Unit 7-B: As-Built and Final Documentation
- Specifics of As-Built / Final Documentation
- Document Controller tasks during As-Built phase

Unit 8: Document Control Procedures
- Why do we need procedures
- Content to be covered in Document Control Procedures

Unit 9: Electronic Document Management Systems
- Benefits and capabilities of Document Control Software Packages / EDMS

Unit 10: Interactions with technical teams and users
- How to support users and technical teams
- How to manage work pressure and manage difficult situations

AUDIENCE

- Professionals (beginners or experienced) who wish to understand best practices and to gain, improve, formalize and certify their knowledge
- Individuals wishing to embrace a Document Control career

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COURSE FEE

Currency	Price
British Pounds *(Default Currency)*	GBP 930
Euros	EUR 1068
US Dollars	USD 1300
Singapore Dollars	SGD 1800
Australian Dollars	AUD 1645
Canadian Dollars	CAD 1575
Malaysian Ringgits	MYR 4850

Duration
2.5 days

Fee
£ 930

Suitable for:
Beginners & Experienced
Document Controllers

CERTIFICATE

Certification Examination

- The course includes an individual 3-hour certification examination (included in the course fee). The examination is organised on the last morning of the course (Day 3 – 9am to 12pm)

Certificates

- A **Certificate of Attendance** is issued to each participant who satisfactorily completes the course

- An **Examination Pass Certificate** is awarded to each participant who successfully passes the course certification examination

Dates & Locations

Check date options

PRE-REQUISITES

Functional level in English language

COURSE OBJECTIVES

By the end of this course, participants will be able to:

- Champion best practices in Document Control, understand their requirements and their benefits

- Explain the requirements for Document Control, traceability, auditability, quality, consistency

- Benchmark their current practices against best practices

- Identify possible improvements to their current practices and contribute more effectively to the success of their organisation

- Understand the role of the Document Controller, his/her interfaces, the boundaries of the profession

- Understand the theory and rationale behind Document Control practices

- Be more proficient and effective in daily Document Control tasks and activities

CERTIFICATION EXAMINATION

The Certification Examination tests and certifies the knowledge, competencies and transferability of skills.

The Document Control Certification Examination tests:

- Document control skills

- Understanding of the role and environment of the Document Controller

- Skills in terms of interfaces and professional ethics

It is an individual, closed-book, 3-hour certification examination.

Our training course fee includes one certification examination session.

Our certification programme is a unique framework to assess the knowledge and competencies of participants.

It has been run and taken up by major companies (have a look at the list of some of our clients who have taken up our certification programme).

COURSE LOCATIONS & DATES

All our courses are delivered in English language, in all course locations.

Face-to-Face sessions

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
UK & Europe												
London										5-7		
Amsterdam		3-5										
Aberdeen										19-21		
Asia												
Singapore			9-11									
Kuala Lumpur									7-9			
Australia												
Perth									21-23			
Middle East												
Dubai											1-3	
North America												
Houston							10-12					
Toronto											23-25	

Notes:
- Combination of courses: In most location, you can combine this course with another of our 2.5-day course within the same week
- Consepsys can provide in-company / in-house Document Control training courses in your offices, provided there is a minimum number of participants.

Typical course schedule for face-to-face sessions:

Day 1	9.00 AM to 5.00 PM	Course
Day 2	9.00 AM to 5.00 PM	Course
Day 3	9.00 AM to 12.00 PM	Certification Examination

Live Online sessions (Virtual Classroom)

	Europe, UK & Middle East	Americas	Australia & Asia
From Monday 29-Jun to Friday 03-Jul-2020	***Best date option for this timezone*** 4 afternoons + half-day certification examination e.g. London time 1.00pm to 4.30pm e.g. Paris, Berlin time 2.00pm to 5.30pm	4 early mornings + half-day certification examination e.g. US CST time 7am to 10.30am e.g. US PST time 5am to 8.30am	4 evenings + half-day certification examination e.g. Perth, Singapore time 8.00pm to 11.30pm
From Monday 17-Aug to Friday 21-Aug-2020	4 afternoons + half-day certification examination e.g. London time 3.00pm to 6.30pm e.g. Paris, Berlin time 4.00pm to 7.30pm	***Best date option for this timezone*** 4 mornings + half-day certification examination e.g. US CST time 9am to 12.30pm e.g. US PST time 7am to 10.30am	4 late evenings + half-day certification examination e.g. Perth, Singapore time 22.00pm to 1.30am
From Monday 26-Oct to Friday 30-Oct-2020	4 early mornings + half-day certification examination e.g. London time 7am to 10.30am e.g. Paris, Berlin time 8am to 11.30am	4 nights + half-day certification examination e.g. US CST time 1am to 4.30am e.g. US PST time 11pm to 2.30am	***Best date option for this timezone*** 4 afternoons + half-day certification examination e.g. Perth, Singapore time 2.00pm to 5.30pm

Certified Lead Document Controller Training Course

DCM

Be an effective team leader in Document Control

This course aims at preparing professionals to **manage and lead teams** of Document Controllers.

It concentrates on the **tools, methods and approach** to efficiently manage a team, organise DC activities and tasks, calculate and distribute workload, manage stakeholders.

This course is recommended if:
- **You currently manage a team** of Document Controllers: both if you are newly appointed or experienced
- **You wish to progress your career** by leading teams in the future and would like to understand the role and tasks of a Lead Document Controller
- If you are sometimes asked to produce a **schedule, budget, or resource plan** for Document Control tasks

COURSE CONTENT

Unit 1: Role of the Lead Document Controller
- Definition of the role of Lead Document Controller
- Tasks and scope of a Lead Document Controller

Unit 2: Planning & Organising Document Control Tasks
- Methodology for planning & organizing tasks
- Workload & resource calculation
- Plan & distribtion of tasks
- Progress monitoring
- Budget planning & monitoring

Workshops
- Calculate workload & organise tasks for different case studies - several workshops throughout the course

Unit 3: Stakeholder Management, Gatekeeping & Communication
- Stakeholders Management
- Gatekeeping
- Communication

Unit 4: Implementation of Document Control Systems
- Methodology of implementation
- Assessment of requirements
- Implementation plan

Unit 5: Implementation of Document Control Rules
- Documenting the Document Control System
- Flowcharts
- Policies
- Internal Procedures & Guidelines
- Instructions to Contractors
- Document Templates

Unit 6: Management of Document Control Team
- Team Leading
- Motivation
- Objectives & Performance Management
- Workload Management

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PRE-REQUISITES

- Attendance of Consepsys DCC course **very strongly** recommended: best practices of DC are **not** covered in this DCM course (they are covered in the DCC course)
- Strong experience as a Document Controller and senior Document Controller
- Strong knowledge of document control principles, rules and practices (Link to the Pre-Requisite Self-Assessment Questionnaire)
- Recommended: Experience or Exposure to management of teams and planning of non-routine DC tasks & activities
- Functional level in English language
- Basic arithmetic skills (the course and workshops include calculations with a calculator such as additions, subtractions, divisions, multiplications)

AUDIENCE

- Existing or future Team Leaders or Managers of Document Controllers who seek to gain awareness and to understand the various aspects of their responsibilities
- Career evolution
- Team Leaders & Managers willing to be challenged beyond their comfort zone

COURSE FEE

Currency	Price
British Pounds *(Default Currency)*	GBP 930
Euros	EUR 1068
US Dollars	USD 1300
Singapore Dollars	SGD 1800
Australian Dollars	AUD 1645
Canadian Dollars	CAD 1575
Malaysian Ringgits	MYR 4850

Duration
2.5 days

Fee
£ 930

Suitable for:
Experienced Document Controllers & DC Managers / Team Leads

CERTIFICATE

Certification Examination

- The course includes an individual 3-hour certification examination (included in the course fee). The examination is organised on the last morning of the course (Day 3 – 9am to 12pm)

Certificates

- A **Certificate of Attendance** is issued to each participant who satisfactorily completes the course

- An **Examination Pass Certificate** is awarded to each participant who successfully passes the course certification examination

Dates & Locations

Check date options

COURSE OBJECTIVES

By the end of this course, participants will be able to:

- Calculate workload and plan and coordinate the DC team's work; Be able to provide a structured plan for any Document Control task or project (scope, resources, planning, budget)

- Understand the steps required and methodology to implement or re-revamp a Document Control System

- Understand and manage the Lead Document Controller's interfaces (managers, contractors, engineers, IT, etc.)

- Possess a method framework for day to day running of Document Control System and Team

- Manage a team of Document Controllers ('human' aspects, workload, performance, motivation, team objectives, communication)

CERTIFICATION EXAMINATION

The Certification Examination tests and certifies the knowledge, competencies and transferability of skills.

The Lead Document Control Certification Examination tests the ability of participants to:

- Manage a team

- Organise tasks and workload

- Communicate with management and teams

It is an individual, closed-book, 3-hour certification examination.

Our training course fee includes one certification examination session.

Our certification programme is a unique framework to assess the knowledge and competencies of participants.

It has been run and taken up by major companies (have a look at the list of some of our clients who have taken up our certification programme).

COURSE LOCATIONS & DATES

All our courses are delivered in English language, in all course locations.

Face-to-Face sessions

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
UK & Europe												
Aberdeen										21-23		
London										12-14		
Asia												
Singapore			11-13									
Australia												
Perth									23-25			
Middle East												
Dubai											3-5	
North America												
Houston							12-14					

Notes:
- Combination of courses: In most location, you can combine this course with another of our 2.5-day course within the same week
- Consepsys can provide in-company / in-house Document Control training courses in your offices, provided there is a minimum number of participants.

Typical course schedule for face-to-face sessions:

Day 1	1.30 PM to 5.00 PM	Course
Day 2	9.00 AM to 5.00 PM	Course
Day 3	9.00 AM to 5.00 PM	AM: Course PM: Certification Examination

Live Online sessions (Virtual Classroom)

	Europe, UK & Middle East	**Americas**	**Australia & Asia**
From Monday 24-Aug to Friday 28-Aug -2020	4 afternoons + half-day certification examination e.g. London time 3.00pm to 6.30pm e.g. Paris, Berlin time 4.00pm to 7.30pm	***Best date option for this timezone*** 4 mornings + half-day certification examination e.g. US CST time 9am to 12.30pm e.g. US PST time 7am to 10.30am	4 late evenings + half-day certification examination e.g. Perth, Singapore time 22.00pm to 1.30am
From Monday 02-Nov to Friday 06-Nov-2020	4 early mornings + half-day certification examination e.g. London time 7am to 10.30am e.g. Paris, Berlin time 8am to 11.30am	4 nights + half-day certification examination e.g. US CST time 1am to 4.30am e.g. US PST time 11pm to 2.30am	***Best date option for this timezone*** 4 afternoons + half-day certification examination e.g. Perth, Singapore time 2.00pm to 5.30pm
From Monday 07-Dec to Friday 11-Dec-2020	***Best date option for this timezone*** 4 afternoons + half-day certification examination e.g. London time 1.00pm to 4.30pm e.g. Paris, Berlin time 2.00pm to 5.30pm	4 early mornings + half-day certification examination e.g. US CST time 7am to 10.30am e.g. US PST time 5am to 8.30am	4 evenings + half-day certification examination e.g. Perth, Singapore time 8.00pm to 11.30pm

Certification Examination

EXM

The Certification Examination tests and certifies the knowledge, competencies and transferability of skills.

There are **two levels** of examination:

Level 1

DOCUMENT CONTROLLER LEVEL

The Document Control Certification Examination tests:

- Document control skills
- Understanding of the role and environment of the Document Controller
- Skills in terms of interfaces and professional ethics

Level 2

LEAD DOCUMENT CONTROLLER LEVEL

The Lead Document Control Certification Examination tests the ability of participants to:

- Manage a team
- Calculate workload
- Organise tasks and workload
- Communicate plan with management and teams

EXAMINATION DETAILS

- Each examination session is an individual, closed -book, 3-hour certification examination

- An Examination Pass Certificate is awarded to each participant who successfully passes the examination

- A Certification Examination session is organised at the end of the DCC - Document Control Training Course and the DCM - Lead Document Control Training Course

- Our training course fees includes one certification examination session:

  ◊ Document Controller Level if participant booked the "Certified Document Controller Course"

  ◊ Lead Document Controller Level if participant booked the "Certified Lead Document Controller Course"

- It is however possible to register only for the Certification Examination, but it is highly recommended to also attend the relevant course as it prepares participants for the examination

- Our certification programme is a unique framework to assess the knowledge and competencies of participants.

- It has been run and taken up by major companies (have a look at the list of some of our clients who have taken up our certification programme)

EXAMINATION FEE

Currency	Price
If booked with a training course	FREE (1 exam)
If booking for the examination only:	
British Pounds *(Default Currency)*	GBP 220
US Dollars	USD 290
Singapore Dollars	SGD 375
Malaysian Ringgits	MYR 1050
Australian Dollars	AUD 390
Euros	EUR 240
Canadian Dollars	CAD 370

Price includes:
- Examination fee
- Tax where applicable

Duration
3 hours

Fee
£ 220

Level 1
Document Controllers

Level 2
Lead Document Controllers

Advanced Document Control Training Course

DCA

Add more value as a Document Controller

This hands-on course aims at preparing Document Control professionals to **perform advanced non-routine Document Control tasks** in their daily environment.

Through a balanced combination of lectures, workshops, tutorials and peer-review sessions, participants will learn how to **better** start and finish a project, issue **useful** reports and statistics on the status of documents, implement and measure **meaningful** KPIs *(*)*, write **fool-proof** procedures, raise awareness about Document Control, and formally manage their professional competencies.

COURSE CONTENT

Unit 1 Understand Document Control stakeholders and their requirements
- Understand your department manager's / project manager's needs and ensure that you meet them
- Ensure that you are useful and recognized member of the team and that you add value

Unit 2: Setting up Document Control for a new project
- Analyse requirements (internal, client's, project management team)
- Understand the difference of perspectives from the Client's point of view and from the Contractor's point of view
- Plan what needs to be implemented
- Implement procedures, templates, registers, numbering, distribution, reviews, etc.
- Prepare for the project kick-off
- Design workflows

Unit 3. Reporting on the status of documents
- KPIs *(*)* and metrics to measure performance
- Design statistics for the management team
- Understand users' requirements
- Present and communicate meaningful, fit-for-purpose and useful statistics and reports

Unit 4: Writing Document Control Procedures, Specifications, Requirements
- What makes a good Document Control procedure / requirements
- How to make a procedure / requirements easy to understand
- Producing fool-proof procedures and requirements
- How to formulate formal clauses and wording
- Create mechanisms for improving / updating procedures

(*) KPI = Key Performance Indicators

Unit 5: Raising awareness about Document Control
- Organise straight forward and meaningful inductions for new team members (e.g. engineers, technical teams, etc.)
- Communicating about roles and responsibilities, processes, procedures
- Awareness of risks of not managing documents properly
- Awareness of benefits of managing documents properly
- Calculating the return on investment (ROI) of Document Control
- Developing influencing skills

Unit 6: Organising an As-Built documentation package
- Analyse requirements
- Plan what needs to be done
- Documentation preparation and handling
- Documentation checking
- Documentation delivery

Unit 7: Managing your competencies
- Assess your competency level through the Consepsys DC Competency Matrix
- Assess how you compare with your peers / other Document Controllers
- Explore areas for development
- Plan the development of your skills and competencies

AUDIENCE

Experienced Document Controllers who want to:
- Learn more about Document Control
- Gain a hands-on approach
- Improve their current practices
- Assess and formally manage their competencies

and **Beginners** who have attended the DCC course

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COURSE FEE

Currency	Price
British Pounds *(Default Currency)*	GBP 930
Euros	EUR 1068
US Dollars	USD 1300
Singapore Dollars	SGD 1800
Australian Dollars	AUD 1645
Canadian Dollars	CAD 1575
Malaysian Ringgits	MYR 4850

Duration
2.5 days

Fee
£ 930

Suitable for:

Experienced
Document Controllers

& Beginners who have attended the DCC course

PRE-REQUISITES

- Experience as a Document Controller
- Knowledge of Document Control principles, rules and practices
- Functional level in English language
- Attendance of Consepsys DCC course **strongly** recommended

REQUISITES

- Laptop computer with Microsoft Office suite *(or any office suite compatible with Microsoft Office documents).*

LECTURE STYLE

- Balanced combination of lectures, workshops, tutorials and peer-review sessions

COURSE OBJECTIVES

By the end of this course, participants will be able to:

- Develop a structured approach to understanding their manager's needs and to ensure that they meet them
- Be more proficient in non-routine Document Control tasks and activities
- Add more value to their teams / departments
- Contribute more effectively to the success of their organisation
- Manage their competencies

CERTIFICATE

A **Certificate of Attendance** is issued to each participant who satisfactorily completes the course

COURSE LOCATIONS & DATES

All our courses are delivered in English language, in all course locations.

Face-to-Face sessions

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
UK & Europe												
London										7-9		
Amsterdam		5-7										
Asia												
Kuala Lumpur									9-11			
North America												
Toronto											25-27	

Notes:

- Combination of courses: In most location, you can combine this course with another of our 2.5-day course within the same week
- Consepsys can provide in-company / in-house Document Control training courses in your offices, provided there is a minimum number of participants.

Typical course schedule for face-to-face sessions:

Day 1	1.30 PM to 5.00 PM	Course
Day 2	9.00 AM to 5.00 PM	Course
Day 3	9.00 AM to 5.00 PM	Course

Live Online sessions (Virtual Classroom)

	Europe, UK & Middle East	Americas	Australia & Asia
From Monday 30-Nov to Friday 04-Dec -2020	4 afternoons + half-day certification examination e.g. London time 1.00pm to 4.30pm e.g. Paris, Berlin time 2.00pm to 5.30pm	4 early mornings + half-day certification examination e.g. US CST time 7am to 10.30am e.g. US PST time 5am to 8.30am	4 evenings + half-day certification examination e.g. Perth, Singapore time 8.00pm to 11.30pm

Transitioning to a Manager Position

Training Course & Workshop

MGR

Moving up to a Manager position requires a profound change of **mindset** and **perspective**. New managers must re-invent their professional outlook and must face a **new suite** of complex **challenges**. People who have climbed the organisational ladder often learn on the job, often through mistakes.

This course introduces **new and future managers** to the new **environment** that awaits them, with its concepts, its **challenges** and its relationships.

Participants are guided to learn to slip into their **new role as a Leader**, with a better understanding of **team leading**, **business administration**, **commercial** and **strategic** concepts.

Through a combination of theoretical sessions and hands-on workshops, the **mindset** of participants is **transformed** to embrace the shift of focus from detail to **overview**, which they must go through to be **successful** Managers.

COURSE CONTENT

Unit 1: What does the new role change?
- What changes in this new type of role
- What new perspective to acquire

Unit 2: Getting started
- Aligning strategy with company objectives
- Creating a vision and a culture
- Mobilising a team
- (Re-)defining roles and responsibilities
- Developing plans to achieve objectives

Unit 3: Attitude and perspective shift
- Accepting accountability for entire team
- Thinking and communicating at a higher level
- Projecting confidence
- Making difficult decisions
- From expecting to effecting

Unit 4: The bigger picture
- Nesting the bigger picture
- Strategic thinking
- Mapping processes

Unit 5: New tricks to learn
- From doing to managing
- Delegating & empowering people
- Following up and closing out
- Chairing meetings
- Supporting and motivating the team
- Anticipating, detecting and addressing issues
- Managing priorities
- Managing and monitoring performance
- Managing office politics
- Managing risks

Unit 6: New activities to undertake
- Managing commercial and economic aspects
- Strategic planning
- Managing resource utilisation
- Processing information, forecasting, reporting
- Downward, upward and sideways management

Unit 7: All eyes on the manager
- Change in rapport with others
- Leading by example
- Representing the organisation
- Communication style
- Managing confidential information

Unit 8: New problems to face
- Dealing with difficult situations
- Dealing with difficult people

AUDIENCE

- Individuals moving up to a Manager position
- Team leaders, managers, entrepreneurs, business owners
- Individual seeking to progress their career
- Business owners planning for growth
- Individuals with no formal or academic management training

COURSE PROVIDER

The course is run by Kerr Noll Consultants, which is a trademark of Consepsys Limited

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COURSE FEE

Currency	Price
British Pounds *(Default Currency)*	GBP 930
Euros	EUR 1068
US Dollars	USD 1300
Singapore Dollars	SGD 1800
Australian Dollars	AUD 1645
Canadian Dollars	CAD 1575

Price includes:
- Course fee
- Tuition fee
- Course Material
- Snacks & refreshments
- Lunch
- Tax where applicable

Duration
2.5 days

Fee
£ 930

Suitable for:
Current & Future Managers

PRE-REQUISITES

- Desire to be a leader
- Desire for more responsibility
- Ability to think conceptually
- Desire to be challenged beyond one's comfort zone
- Ability to think outside of the box (ability to project oneself outside of one's own experience)

CERTIFICATE

A **Completion Certificate** is issued to each participant who satisfactorily completes the course.

COURSE OBJECTIVES

By the end of this course, participants will be able to:
- Operate a mindset shift from detail to overview
- Operate a mindset shift from doing to managing
- Understand the difference between an employee role and a Manager role
- Think at a strategic level
- Understand the skills that they must develop
- Accept responsibility and accountability
- Understand the environment of a manager
- Understand the challenges of a manager
- Understand the components of people management

COURSE LOCATIONS & DATES

All our courses are delivered in English language, in all course locations.

Face-to-Face sessions

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
UK & Europe												
London										14-16		
Amsterdam		3-5										
Asia												
Singapore			9-11									
Middle East												
Dubai											1-3	

Notes:
- Combination of courses: In most location, you can combine this course with another of our 2.5-day course within the same week
- Consepsys can provide in-company / in-house Document Control training courses in your offices, provided there is a minimum number of participants.

Typical course schedule for face-to-face sessions:

Day 1	9.00 AM to 5.00 PM	Course
Day 2	9.00 AM to 5.00 PM	Course
Day 3	9.00 AM to 12.00 PM	Course

Live Online sessions (Virtual Classroom)

	Europe, UK & Middle East	Americas	Australia & Asia
From Monday 26-Oct to Friday 30-Oct-2020	4 afternoons + half-day certification examination e.g. London time 1.00pm to 4.30pm e.g. Paris, Berlin time 2.00pm to 5.30pm	4 early mornings + half-day certification examination e.g. US CST time 7am to 10.30am e.g. US PST time 5am to 8.30am	4 evenings + half-day certification examination e.g. Perth, Singapore time 8.00pm to 11.30pm

Document Control Essentials for Non-Document Controllers

NDC

A short module for managers, authors, users, engineers, architects, technical teams interfacing with Document Controllers

This short course module was specifically designed for interfaces of Document Controllers: managers, authors, engineers, reviewers, approvers, technical teams. It aims at giving them, in a short, business-oriented and condensed session all the important need-to-know information about Document Control.

This course covers the **essentials of Document Control** with a clear, rational and objective-oriented approach: What is Document Control? Why is it essential and critical to one's business? What are the risks involved with poor documentation management? What are the proven best practices and the requirements for one's company.

COURSE CONTENT

Unit 1: Challenges of Documentation Management

Through illustrated examples, this unit covers the typical challenges for organisations, including document retrieval, traceability, compliance, contractual requirements, legal evidence & liability protection, information security and information sharing.

Unit 2: Risks related to poor documentation management

What are the risks associated with poor documentation control and document management? Through a series of incident examples, we explore both the risks, their impact and the lessons learnt on the management of these risks.

Unit 3: Best practices in documentation management and control of documents

What are the proven best practices to mitigate the risks presented in unit 2? A guide to the most essential best practices measures that successful companies have implemented.

Unit 4: Benefits to expect from a good Document Control system

What benefits can be expected from implementing the measures presented in unit 3? What is the return on invest-

AUDIENCE

Designed for interfaces of Document Controllers: managers, authors, engineers, reviewers, approvers, technical teams, procurement and legal staff, administrative staff, technical staff, HR, etc.

COURSE LOCATIONS & DATES

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
UK & Europe												
London	**17**				**01**						**20**	

This course is also available on-demand, for in-company training sessions (world-wide).
It is also available in e-learning.

COURSE FEE

Currency	Price
British Pounds *(Default Currency)*	GBP 295

Price is shown in GBP (Pound Sterling). To convert to another currency: xe.com

Duration

3 hours

Public course fee
£ 295

Suitable for:

All audiences –
specifically designed for interfaces of DC

(managers, engineers, architects, authors, users, reviewers, etc)

Specific topic short course module
Document Control Audits

ST01

This short course focuses on Document Control Audits (internal or external).

It defines what is an audit and its purpose, how it can be used by Document Control professionals, and explains the different steps of a Document Control Audits.

COURSE CONTENT

Unit 1: Audit Fundamentals & Principles

What is an audit? What are the different types of audits? What is a Document Control audit? What are the objectives of an audit?

Unit 2: Document Control Audits Criteria

Elements of the Document Control Systems; Investigation and Document Control Audit; ISO 9001 Audit on Document Control; Case Study

Unit 3: Phases of an Audit

What are the phases of an audit? What do they entail?

Unit 4: Audit Preparation

Selection of the audit team; Audit objectives, scope and criteria; Audit plan; Communication with auditee

Unit 5: On-Site Activities

Audit Work documents; Information gathering; Evidences gathering and Analysing; Audit findings & conclusions

Unit 6: Audit Report

Content of the Audit report: Non-conformity items; NCR (Non-Confirmity Report); Corrective actions

Unit 7: Audit Follow-Up

What are the Audit follow-up activities?

AUDIENCE

This course is both for:

- Document Control professionals who wish to gain an understanding of what is a Document Control Audit and what are the steps to run one
- Professionals planning an audit on Document Control Systems
- Document Control professionals who wish to grow their knowledge in this area
- Any person who wish to gain a better understanding of Document Control Audits

COURSE LOCATIONS & DATES

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
UK & Europe												
London						19						

This course is also available on-demand, for in-company training sessions (world-wide).
It is also available in e-learning.

COURSE FEE

Currency	Price
British Pounds *(Default Currency)*	GBP 375

Price is shown in GBP (Pound Sterling). To convert to another currency: xe.com

Duration
1 day

Public course fee
£ 375

Specific topic short course module

EDMS Implementation

This short course focuses on implementing an EDMS (Electronic Document Management Software Package), from the functional stand point (we will <u>not </u>be covering the technical « IT » stand point in this course).

COURSE CONTENT

Unit 1: EDMS Definition
What is an EDMS? How Document Controllers use it?

Unit 2: EDMS Capabilities
What are the typical capabilities of these software packages? How are they useful?

Unit 3. Benefits & Risks
What are the benefits of using an EDMS (as opposed to not using one); Managing DC related risks.

Unit 4: Investment decision
From opportunity to investment decision; Business Case; ROI (Return on Investment) calculation

Unit 5: EDMS Project Definition
Project specification; List of Requirements; Stakeholders

Unit 6. EDMS Selection
Steps required to select an EDMS solution; Proposal

evaluation; Evaluation matrix

Unit 7. Project Execution
Steps required to execute the EDMS implementation project; User Acceptance Tests; Specifics of implementation involving different locations

Unit 8. Document & Data Migration
Steps required to migrate data and documents from one system to another.

Unit 9. Deployment Plan
Steps required to prepare the launch of the new software; Users training & training material; Communication with users

Unit 10. After the implementation
EDMS Functional Administration;

This course has been designed to be the perfect complement for the "EDMS Capabilities & Demo" 1-day event.

AUDIENCE

This course is both for:

- Document Control Professionals who wish to gain an understanding of what is an EDMS and of the steps required to implement a new DC software
- Professionals planning the implementation of a new DC Software / EDMS
- Document Controllers who wish to grow their knowledge in this area
- Any person who wish to gain a better understanding of what are the steps required in an EDMS implementation project (from a functional stand-point)

COURSE LOCATIONS & DATES

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
UK & Europe												
London						4						

This course is also available on-demand, for in-company training sessions (world-wide).

COURSE FEE

Currency	Price
British Pounds *(Default Currency)*	GBP 375

Price is shown in GBP (Pound Sterling). To convert to another currency: xe.com

Duration
1 day

Public course fee
£ 375

EDMS Capabilities & Demos

Specific topic short course module

ST03

A one-day event designed to help Document Control Professionals review capabilities of different EDMS (Electronic Document Management Software), to compare the different solutions available on the market, to get information on several possibilities and to have a direct access to different vendors.

EVENT CONTENT

EDMS: Capabilities, Expectations and Challenges
Introduction to what EDMS software packages can and cannot do, where they fit into the Document Control process, and how they can help Document Control professionals.

Vendor demonstrations
Different EDMS vendors will come and present their solutions, the capabilities they offer and their pricing structure.

Requirements vs. Capabilities
Based on EDMS requirements of each participants, review of capabilities and match-making review.

"EDMS Speed Dating"
Participants can book an "EDMS speed dating" interview with the vendors of the EDMS they wish to hear more about.

This event has been designed to be the perfect complement for the "EDMS Implementation" 1-day course.

AUDIENCE

This event is both for:

- Any person who wish to gain a better understanding of EDMS capabilities and to compare the different solutions available on the market
- Professionals planning the implementation of a new DC Software / EDMS
- Document Controllers who wish to grow their knowledge in this area

LOCATIONS & DATES

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
UK & Europe												
London						**5**						

COURSE FEE

Currency	Price
British Pounds *(Default Currency)*	GBP 375

Price is shown in GBP (Pound Sterling). To convert to another currency: xe.com

Duration
1 day

Public fee
£ 375

COMPARE COURSE OPTIONS

Each course content is different, and all our courses are complementary.

	DCC	DCM	DCA	MGR
What is Document Control and why is important?	Advanced			
Role and tasks of Document Controller	Advanced			
Document Numbering	Advanced			
Document Filing	Advanced			
Benefits of Document Control	Advanced (1)		Advanced (1)	
Document Distribution	Advanced			
Document Registration	Advanced			
Project Documents	Advanced			
Lifecycle of Documents	Advanced			
Planning DC tasks		Advanced		
Workload calculation		Advanced		
Tasks allocation		Advanced		
Budget preparation		Advanced		
Stakeholders Management	Basic	Advanced (1)	Advanced (1)	
Writing DC Procedures	Moderate (1)	Moderate (1)	Advanced (1)	
Implementation of DC system		Moderate		
Setting up DC for a project		Moderate	Advanced	
Reporting & KPIs	Basic	Moderate	Advanced	
Communicating DC & raising awareness	Basic	Moderate	Advanced	
As-Built Package	Basic		Advanced	
Competency management		Basic	Advanced	
Management & Team Leading		Moderate		Advanced

Note (1): Topic covered under different, complementary angles

Legend for depth of topic coverage: ⚙⚙ Basic | ⚙⚙⚙⚙ Moderate | ⚙⚙⚙⚙⚙⚙ Advanced

The contents of our courses do not overlap:

*** DCC – Certified Document Controller

DCM – Certified Lead Document Controller

*** MGR – Transitioning to a Manager Position

DCA – Advanced Document Control
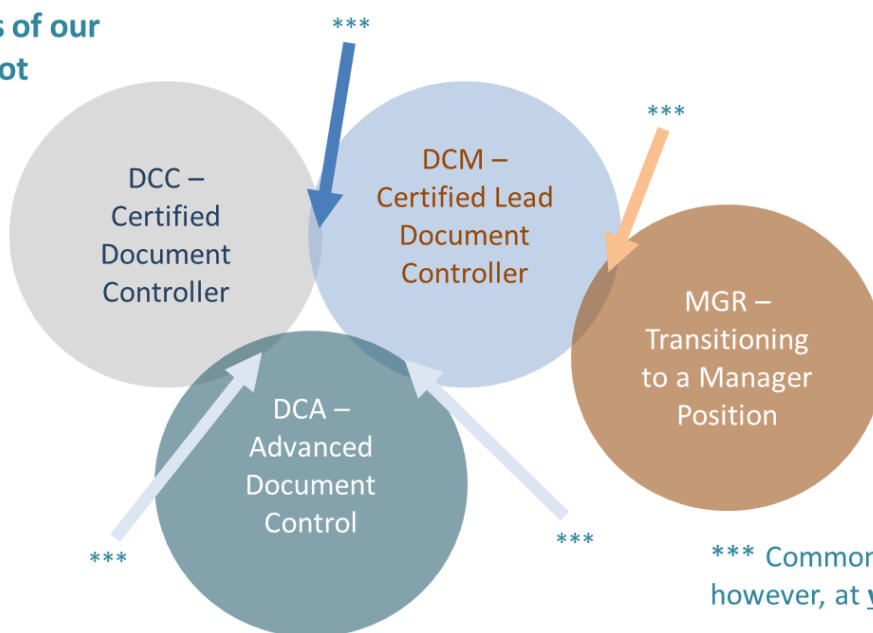
*** Common topics are covered – however, at **very** different angles

RECOMMENDED SYLLABUS

Recommended Syllabus

Document Control Professional			Team Lead in Document Control	
Option 1	**Option 2**	**Option 3**	**Option 1**	**Option 2**
Start here	Start here	Start here	Start here	Start here
DCC — Certified Document Controller	DCC — Certified Document Controller	DCC — Certified Document Controller	DCC — Certified Document Controller	DCC — Certified Document Controller
↓	↓	↓	↓	↓
DCA — Advanced Document Control	DCA — Advanced Document Control	DCM — Certified Lead Document Controller	DCA — Advanced Document Control	DCM — Certified Lead Document Controller
↓			↓	
DCM — Certified Lead Document Controller			DCM — Certified Lead Document Controller	

WHICH COURSE SHOULD I ATTEND?

Level of relevance:

	DCC	DCM	DCA	MGR
Complete beginner in Document Control	⚜⚜⚜			
A few months to a few years experience	⚜⚜⚜		⚜	
More than 2 years experienced	⚜⚜⚜	⚜	⚜⚜⚜	
Current team leader	⚜⚜⚜	⚜⚜⚜	⚜⚜⚜	⚜⚜⚜
Future team leader	⚜⚜⚜	⚜⚜⚜	⚜⚜⚜	⚜⚜⚜

Legend for level of relevance: ⚜ Basic | ⚜⚜ Moderate | ⚜⚜⚜ Advanced

TIMETABLE - 2020 SESSIONS

DCC - CERTIFIED DOCUMENT CONTROLLER COURSE

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
UK & Europe												
London										5-7		
Amsterdam		3-5										
Aberdeen										19-21		
Asia												
Singapore			9-11									
Kuala Lumpur									7-9			
Australia												
Perth									21-23			
Middle East												
Dubai											1-3	
North America												
Houston								10-12				
Toronto										23-25		

DCA – ADVANCED DOCUMENT CONTROL COURSE

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
UK & Europe												
London										7-9		
Amsterdam		5-7										
Asia												
Kuala Lumpur									9-11			
North America												
Toronto											25-27	

DCM – CERTIFIED LEAD DOCUMENT CONTROLLER COURSE

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
UK & Europe												
Aberdeen										21-23		
London										12-14		
Asia												
Singapore			11-13									
Australia												
Perth									23-25			
Middle East												
Dubai											3-5	
North America												
Houston								12-14				

MGR – TRANSITIONING TO A MANAGER POSITION COURSE

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
UK & Europe												
London										14-16		
Amsterdam		3-5										
Asia												
Singapore			9-11									
Middle East												
Dubai											1-3	

GOOD TO KNOW!

Your location is not covered here?

Three options:

- Check if you can travel to one of our course locations
- We can offer in-company training sessions, for multiple course participants
- We also offer e-learning modules: study where you

Combination of courses:

Our courses can be combined and two 2.5-day courses may be taken back to back within the same week

COURSE SCHEDULE - 2020 SESSIONS

UK & Europe

LONDON		05-Oct-2020	06-Oct-2020	07-Oct-2020	08-Oct-2020	09-Oct-2020
DCC	Schedule	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 12.00 PM	-	-
	Activity	Course	Course	Exam	-	-
DCA	Schedule	-	-	1.30 PM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM
	Activity	-	-	Course	Course	Course

LONDON		12-Oct-2020	13-Oct-2020	14-Oct-2020	15-Oct-2020	16-Oct-2020
DCM	Schedule	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 12.00 PM	-	-
	Activity	Course	Course	Exam	-	-
MGR	Schedule	-	-	1.30 PM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM
	Activity	-	-	Course	Course	Course

AMSTERDAM		03-Feb-2020	04-Feb-2020	05-Feb-2020	06-Feb-2020	07-Feb-2020
DCC	Schedule	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 12.00 PM	-	-
	Activity	Course	Course	Exam	-	-
DCA	Schedule	-	-	1.30 PM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM
	Activity	-	-	Course	Course	Course
MGR	Schedule	-	-	1.30 PM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM
	Activity	-	-	Course	Course	Course

ABERDEEN		19-Oct-2020	20-Oct-2020	21-Oct-2020	22-Oct-2020	23-Oct-2020
DCC	Schedule	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 12.00 PM	-	-
	Activity	Course	Course	Exam	-	-
DCM	Schedule	-	-	1.30 PM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM
	Activity	-	-	Course	Course	AM Course | PM Exam

Asia

SINGAPORE		09-Mar-2020	10-Mar-2020	11-Mar-2020	12-Mar-2020	13-Mar-2020
DCC	Schedule	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 12.00 PM	-	-
	Activity	Course	Course	Course	-	-
DCM	Schedule	-	-	1.30 PM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM
	Activity	-	-	Course	Course	AM Course | PM Exam
MGR	Schedule	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 12.00 PM	-	-
	Activity	Course	Course	Course	-	-

KUALA LUMPUR		07-Sept-2020	08-Sept-2020	09-Sept-2020	10-Sept-2020	11-Sept-2020
DCC	Schedule	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 12.00 PM	-	-
	Activity	Course	Course	Exam	-	-
DCA	Schedule	-	-	1.30 PM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM
	Activity	-	-	Course	Course	Course

Australia

PERTH		21-Sept-2020	22-Sept-2020	23-Sept-2020	24-Sept-2020	25-Sept-2020
DCC	Schedule	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 12.00 PM	-	-
	Activity	Course	Course	Exam	-	-
DCM	Schedule	-	-	1.30 PM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM
	Activity	-	-	Course	Course	AM Course | PM Exam

Middle East

DUBAI		01-Nov-2020	02-Nov-2020	03-Nov-2020	04-Nov-2020	05-Nov-2020
DCC	Schedule	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 12.00 PM	-	-
	Activity	Course	Course	Exam	-	-
DCM	Schedule	-	-	1.30 PM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM
	Activity	-	-	Course	Course	AM Course | PM Exam
MGR	Schedule	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 12.00 PM	-	-
	Activity	Course	Course	Course	-	-

North America

HOUSTON		10-Aug-2020	11-Aug-2020	12-Aug-2020	13-Aug-2020	14-Aug-2020
DCC	Schedule	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 12.00 PM	-	-
	Activity	Course	Course	Exam	-	-
DCM	Schedule	-	-	1.30 PM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM
	Activity	-	-	Course	Course	AM Course | PM Exam

TORONTO		23-Nov-2020	24-Nov-2020	25-Nov-2020	26-Nov-2020	27-Nov-2020
DCC	Schedule	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 12.00 PM	-	-
	Activity	Course	Course	Exam	-	-
DCA	Schedule	-	-	1.30 PM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM
	Activity	-	-	Course	Course	Course

E-LEARNING COURSES

Consepsys

ONLINE

ACCESSIBLE

WHEREVER YOU ARE!

AVAILABILITY

ACCESSIBLE 24/7

SELF-PACED

START, PAUSE, GO
BACK AT YOUR PACE

SHORT

3-HOUR MODULES

FOR EVERYONE

NO PRE-REQUISITES

E-LEARNING

Online Modules

EDC

3-hour web-based modules on selected subjects. Self-paced: study when you can and where you can!

Fully flexible: each module can be booked separately.

Module EDC1
3 hours - £96

INTRODUCTION TO DOCUMENT CONTROL

Level: Basic / Fundamental
- Document Control Definition
- The Role of the Document Controller
- Types of Documents
- Document Control Process
- Document Control Tasks

Module EDC2
3 hours - £96

PROJECT DOCUMENT CONTROL

Level: Basic / Fundamental
- Flow of Documentation on a Project
- Project Specifics
- Client & Contractor
- Lifecycle of Project Document
- Document Delivery & Approval

Module EDC3
3 hours - £96

DOCUMENT CONTROL: RISKS & BENEFITS

Level: Fundamental / Intermediate
- Managing the risks related to poor documentation management
- What are these risks & examples of incidents related to poor document management
- Main measures to mitigate these risks: lessons learnt & best practices
- Benefits of a controlled Documentation system

Module EDC4
3 hours - £96

EDMS IMPLEMENTATION

Level: Advanced
- EDMS* Project Definition
- Selecting the approapriate EDMS*
- Development, Design & Set-up
- Document & Data Migration
- Deployment plan

EDMS: Electronic Document Management Software

Module EDC5
3 hours - £96

DOCUMENT CONTROL AUDIT

Level: Advanced
- Audit Criteria
- Audit Preparation
- On-site Activities
- Audit Report
- Follow-up

FEE PER MODULE

Currency	Fee per module
British Pounds *(Default Currency)*	GBP 105
Euros	EUR 125
US Dollars	USD 150
Singapore Dollars	SGD 195
Australian Dollars	AUD 195
Canadian Dollars	CAD 180

Price includes:
- Access to the module on our online learning platform
- Tax where applicable

HOW DOES IT WORK?

- Web-based material: Access to the module through our online learning platform
- Self-paced: Start whenever you are ready, study at your own pace, learn when you can (including evening, week-end, or working hours), and where you can (as long as you have an internet access)
- Assessment is done through online tests and checks
- A certificate of completion is delivered upon completion of the course
- Each module can be purchased separately
- Pre-requisites: No formal qualification or experience required
- Courses are delivered in English Language

Duration per Module
3 hours

Fee per Module
£ 105 only

Flexible
Each module can be booked separately

Delivery
Online

OTHER INFORMATION

- **FAQ – Frequently Asked Questions**
- **Enrolment Process**
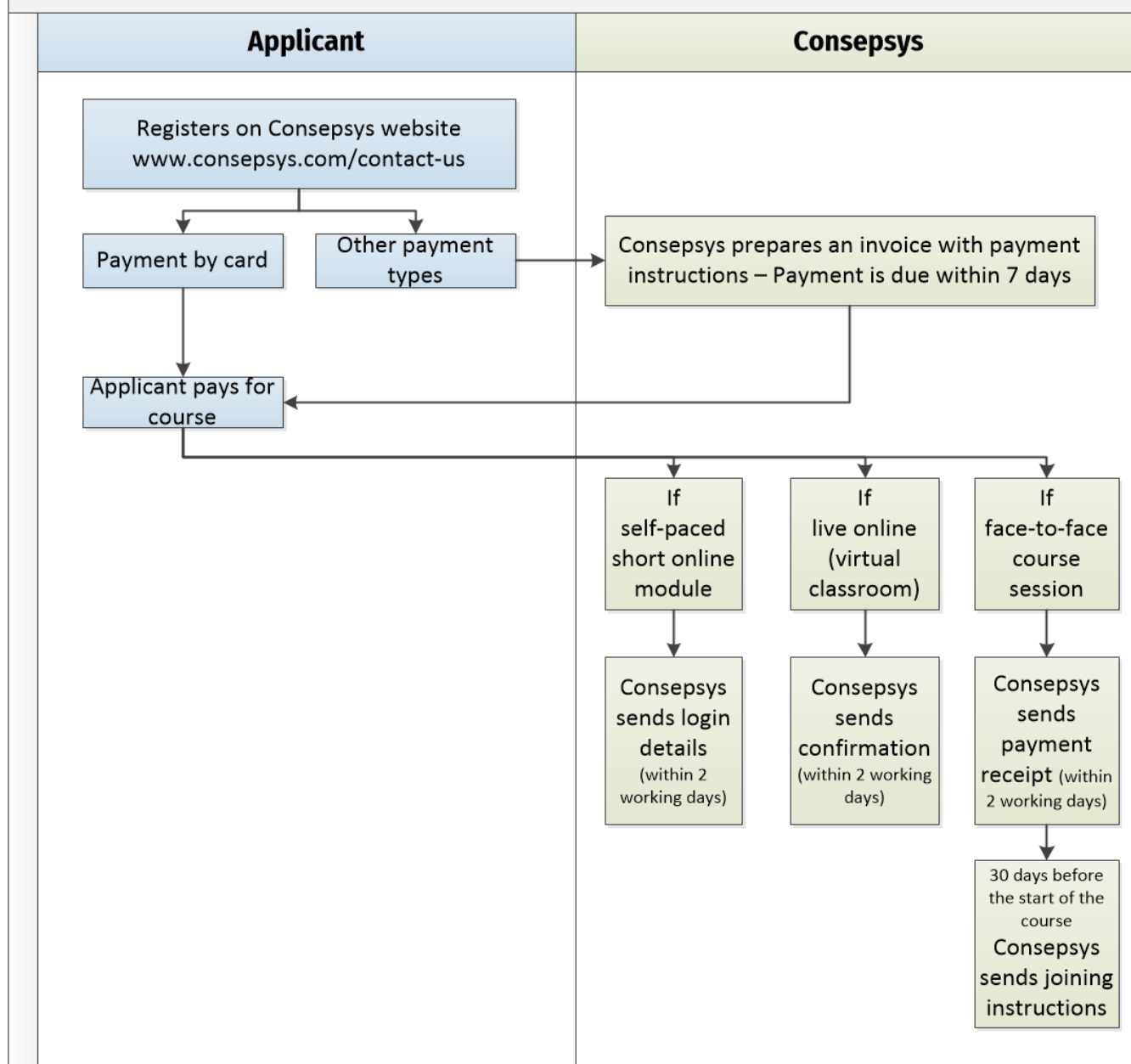- **Clients**
- **Feedback**
- **Consultancy**
- **Publications**

FREQUENTLY ASKED QUESTIONS

Face-to-Face Sessions	Live Online Sessions (virtual classroom)	Self-paced short online modules
Read the FAQ	Read the FAQ	Read the FAQ

REGISTRATION / ENROLMENT

All registrations and enrolment have to be submitted online at: https://www.consepsys.com/contact-us/

Registration Process – Consepsys Document Control Training Courses

Applicant	Consepsys

Registers on Consepsys website www.consepsys.com/contact-us

Payment by card

Other payment types

Consepsys prepares an invoice with payment instructions – Payment is due within 7 days

Applicant pays for course

If self-paced short online module

If live online (virtual classroom)

If face-to-face course session

Consepsys sends login details (within 2 working days)

Consepsys sends confirmation (within 2 working days)

Consepsys sends payment receipt (within 2 working days)

30 days before the start of the course Consepsys sends joining instructions

CLIENT REFERENCES

A few client references (more)

WHAT DID THEY THINK ABOUT OUR COURSES?

Testimonials

This training course is spot on. I would highly recommend this course to anyone that even slightly participates in the Document Control work stream. I also really enjoyed this the added benefit of hearing others experiences, methodes and challenges.

Very professional, lecturers are very knowledgeable and well versed in the subject matter. For Document Controllers, whether new to the job or experienced, this is a must-take class!

Terrific course. It provided verification of what I have learned on my own at this point but also close gaps of where I was lacking knowledge. This course provides reassurance of my role as a Document Controller.

I attended a great course: the information was well rounded and the instructors were fantastic! I highly recommend this for any Document Control professional.
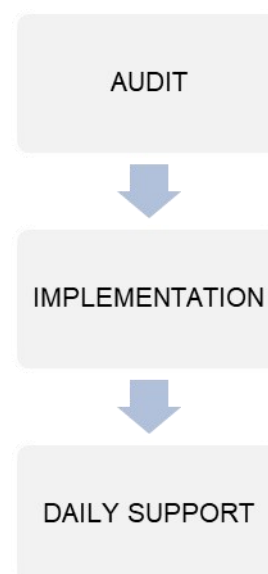
I absolutely loved the entire experience! Gained insight and expended knowledge while confirming prositives / negatives of current business practices

I learned more in 2 days than ever before. I can go back to my workplace with my head up high!

Read more testimonials on our website

READ ➡

CONSULTANCY SERVICES

We provide fit-for-purpose, high quality and cost-effective consultancy services

Whether you need us to support you on a daily basis, or you just need ad-hoc support during peak periods or to audit, review or implement document control tools, processes and procedures, there is always a way we can help you!

Hand-over Packages, As-Built

Processes, Tools, Procedures, Methods

Reporting, Status Updates, Statistics

Document Control & Quality Checks

Document Delivery, Transmittal Handling

Document Registration, Distribution, Reviews, Filing

AUDIT

IMPLEMENTATION

DAILY SUPPORT

CONSEPSYS PUBLICATIONS

Books

Document Control Recommended Practice

This short guide provides you with the list of all the essential elements that a proper Document Control system should entail. It is a practical tool that can be used as guidance for implementing a Document Control System, or for enhancing or auditing an existing one.

Link

Glossary of Document Control Terms

This Glossary of Document Control Terms defines and discusses more than a hundred terms commonly used in the Document Control profession.

Link

e-Magazine   Free

The Document Control Tribune

Free Document Control e-Magazine, published quarterly and sent to our network around the world

Link

Toolbox

Standard Document Control procedures, templates, checklists that can be customized and adapted to every Company, according to their specifics.

Link

Salary Survey

Yearly salary survey open to all Document Control Professionals(all industries, countries, experience levels). The report includes average salary, salary per country, salary per industry, salary per job title, typical bonuses & benefits, factors that have an impact on the salary, etc.

Link

Video Tips   Free

Every month, we publish a new free Document Control video tip.

Link

Consepsys

The Document Control Professionals

Consultancy, Training Courses, Certification, Publications

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