



The Document Control Professionals

Consultancy, Training Courses, Publications, Certification

Course Brochure

Advanced Document Control Training Course (DCA)

CONSEPSYS LIMITED



www.consepsys.com

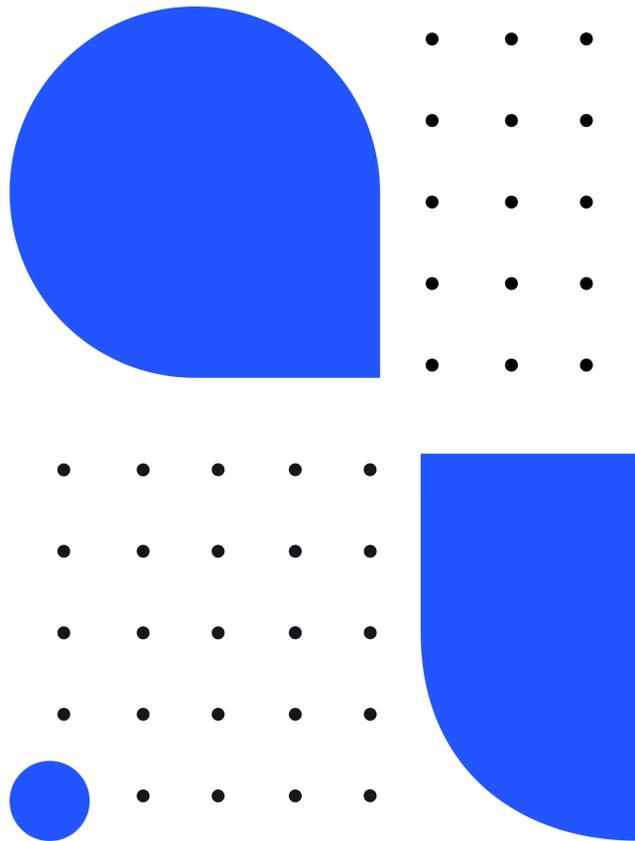


customersupport@consepsys.com



Headquarters

The Broadgate Tower - 12th Floor
20 Primrose Street
London EC2A 2EW
United Kingdom



Advanced Document Control

Training Course

Add more value as a Document Controller

Summary

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, flowcharts, workflows, etc.
- Prepare for the project kick-off

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

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

Format

Course available:

- In Live Online format
- or in Face-to-Face format

Duration

- 5 x 0.5 days for Live Online format
- 2.5 days for Face-to-face format

Dates

Check upcoming sessions [here](#)

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

Note: This course is different from the Consepsys [certification courses](#).

Course Fee

British Pound	975
Euro	1120
US Dollar	1300
Australian Dollar	1725
Canadian Dollar	1650
Singapore Dollar	1800
Malaysian Ringgit	5095



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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

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 is very strongly recommended: best practices of DC are not covered in this course (they are covered in the DCC course)

Requisites

- Computer with Microsoft Office suite (both for face-to-face and live online formats)

Lecture style

- Balanced combination of lectures, workshops, tutorials and peer-review sessions
- Through a series of hands-on in-depth workshops, participants get the opportunity to develop powerful tools that they can directly take back to their workplace

Certificates

- An Attestation of Attendance is issued to each participant who satisfactorily completes the course
- This course is different from the Consepsys certification courses.
- There is no certification examination with this course



Dates & Locations

Find the best fit for dates & locations on our website
www.consepsys.com/dca



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COURSE FORMATS

On-Site (Face-to-Face)

We run training courses in a face-to-face set-up around the world.

Great opportunity to meet and network with like-minded professionals.



Live Online (Virtual Classroom)



Learn from where you are with our Live Online courses : a virtual classroom led by our instructors, and a great opportunity to meet and network with Document Control professionals from around the globe.



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OUR CLIENTS SAY IT BEST



Daniel said:

"The Advanced Document Control training course gave me the assurance that I needed to bring validity and meaning to the DC profession.

This was a huge confidence booster"

Floris said:

"The Advanced Document Control Training Course covers a wide variety of topics that hold great value for both the development of the trainee and their company.

I would recommend this course to everyone who wishes to bring their document control to the next level!"



More testimonials
on our website:

www.consepsys.com/clients

Consepsys are the world leaders in Document Control Best Practices.

Founded in 2010, we are a consultancy specialising in Document Control, and the worldwide leading provider of Document Control training courses, certification and publications.

We play a central, global and active role in disseminating and collecting the very best practices around the world.

We promote strong values and a responsible Document Control approach, attitude and philosophy, which carefully take into account safety, business, project, engineering and quality considerations.

65+ Activity Sectors

Our Clients come from a wide variety of activity sectors. You can find a selected list of our clients here:

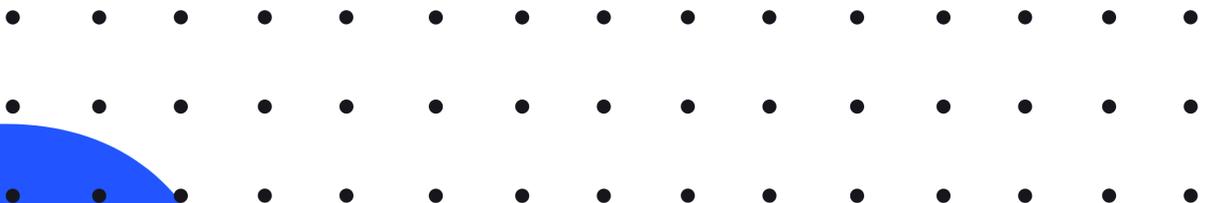


105+ Countries

We have trained & certified professionals from all over the world: 22 timezones and 105+ countries.

100% of our clients recommend us

Client satisfaction is our priority and we are proud to say that all our clients warmly recommend our courses. Read their stories here:



Clients



750+ Client Organisations have trusted us

Below is a *very small* sample of Client References. Find more references [here](#).



How to register on a course?



1

Fill out the [online enrolment form](#)

2

Pay for the course fee

3

At payment receipt, we confirm your enrolment



Frequently Asked Questions (FAQ)



Read the [Live Online Format FAQ](#)



Read the [Face to Face Format FAQ](#)



Our clients say it best

Richard said:

"Consepsys provided an incredible course, the material and how it was presented was spot on. Really enjoyed the course, got everything I needed from it and more"



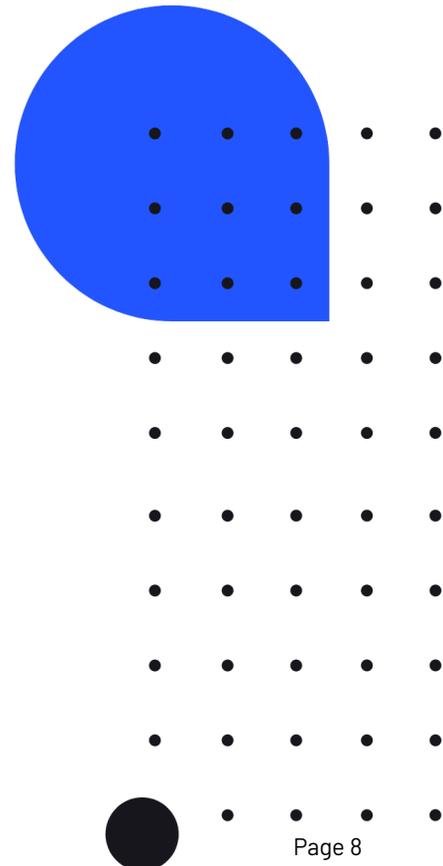
Shauna said:

"Terrific course, it provided verification of what I have learned on my own at this point, but also closed gaps of when I was looking for knowledge"



Tori said:

"Absolutely loved the entire experience! Gained insight & expanded knowledge while confirming positives/negatives of current business practices"





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