2025
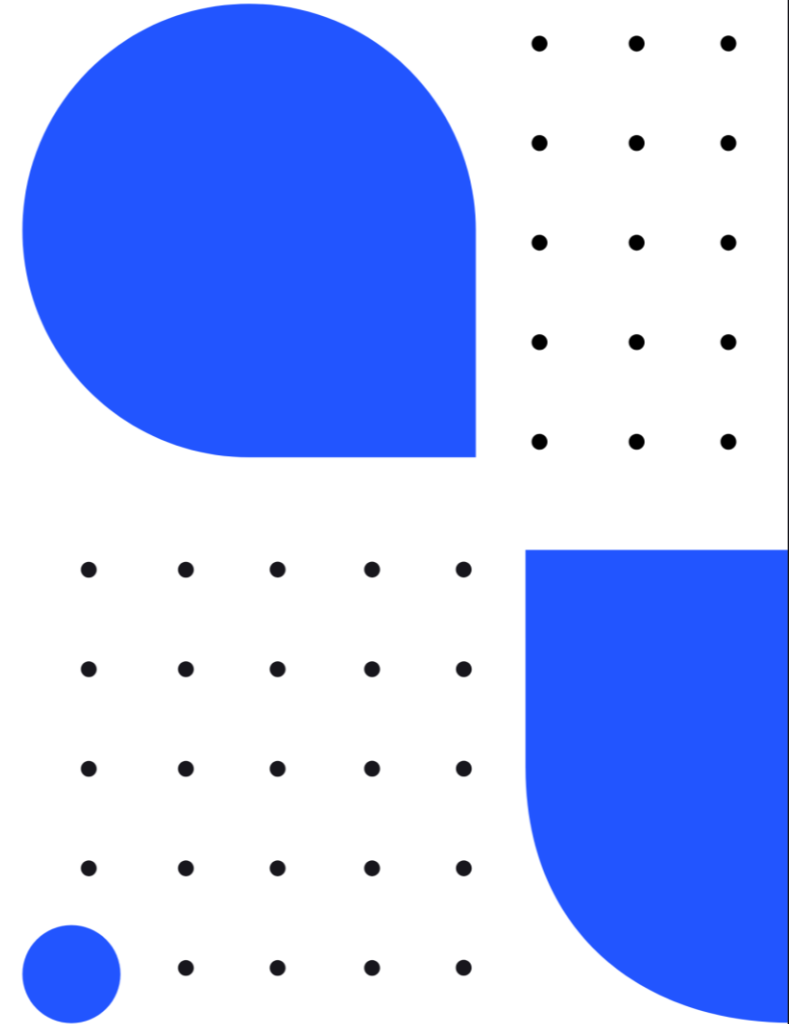
Course Catalogue

Walk the path to success with our world-renown
Document Control courses & certification.

Who we are

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.

COURSE FORMATS

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.

On-Site (Face-to-Face)

We run face-to-face courses in London.
Great opportunity to meet and network with like-minded professionals.

65+ Activity Sectors

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

112+ Countries

We have trained & certified professionals from all over the world: 22 time zones and 112+ countries.

100% of our clients recommend us

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

Our Courses

Consepsys

Certified Document Controller

Covers the best practices of Document Control with a very practical and hands-on approach, and it goes through all the components, the core expert topics and activities of the profession.

It also defines the theory, the scope, the boundaries and the ethics of the profession.

Formats available:
- Live Online Virtual Classroom
- Face-to-Face Classroom

Advanced Document Control

Focuses on non-routine activities, which represent the opportunity for document controllers to raise their profile, expand their knowledge and increase their credibility by demonstrating a better understanding of their interfaces.

Formats available:
- Live Online Virtual Classroom
- Face-to-Face Classroom

Certified Lead Document Controller

Targeted at existing or aspiring leaders of Document Control teams.

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

Formats available:
- Live Online Virtual Classroom
- Face-to-Face Classroom

Transitioning to a Manager Position

Introduces new and future managers to the new frame of mind and to the strategic approach that their new role requires.

Participants are guided to shift their focus from detail to overview, which they need to be effective, credible and successful Managers.

Formats available:
- Live Online Virtual Classroom
- Face-to-Face Classroom

Self-paced Webinars

3-hour web-based webinars on selected topics.
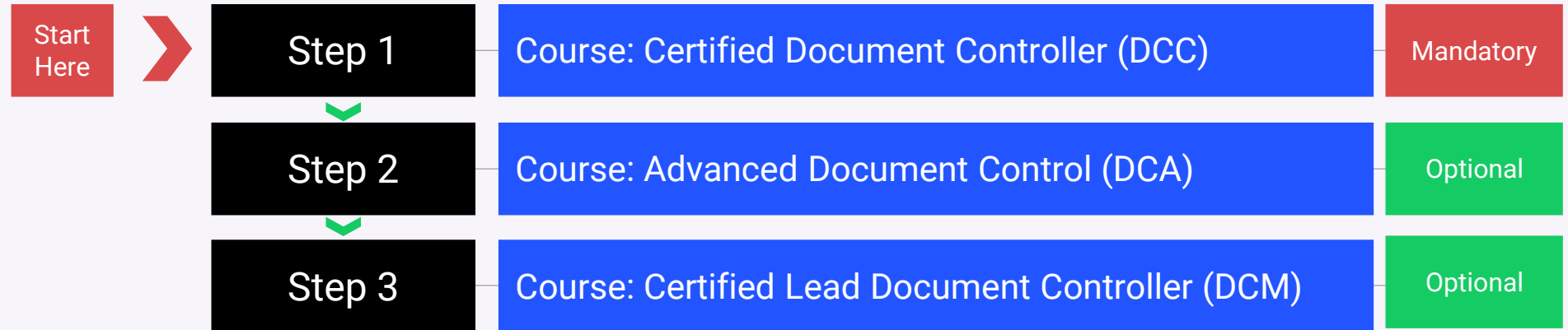
Self-paced: study when you can and where you can

Fully flexible: each module can be booked individually

Not part of the Consepsys Certification curriculum

Format available:
- Self-paced online modules

The Consepsys Document Control Curriculum

Start Here →

	Course	
Step 1	Course: Certified Document Controller (DCC)	Mandatory
Step 2	Course: Advanced Document Control (DCA)	Optional
Step 3	Course: Certified Lead Document Controller (DCM)	Optional

# Other Course – Instructor-Led (Not part of the Consepsys Certification curriculum)

Course: Transitioning to a Manager Position

Self-Paced Webinars (Not part of the Consepsys Certification curriculum)

- Document Control awareness webinars: EDC1, EDC2 & EDC3
- How to implement an EDMS: EDC4
- How to run Document Control Audits: EDC5
- Awareness webinar for interfaces of Document Control NDC01
- Excel for Document Controllers: EXL1A, EXL2B, EXL2C

Consepsys

OUR CLIENTS SAY IT BEST
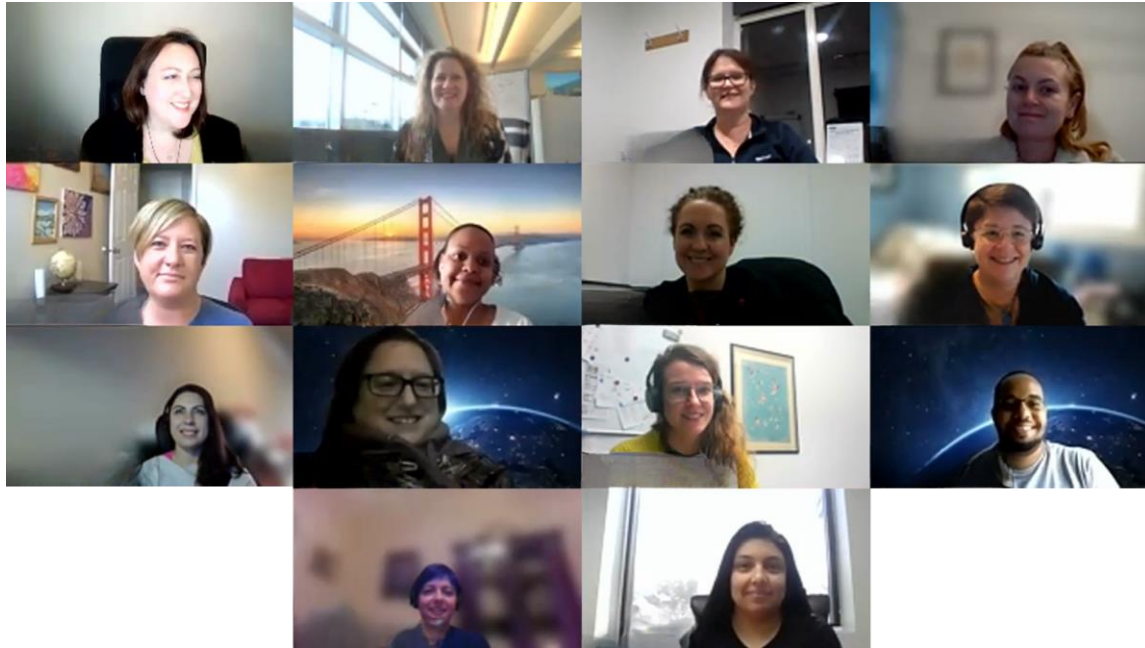
Richard said:

"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"

More testimonials on our website:
www.consepsys.com/clients

Certified Document Controller
Training Course

DCC

Consepsys

DC Best Practices, Expert Topics & Core Activities

Summary

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 existence
- 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

Format

Course available:
- In Live Online format
- or in Face-to-Face format

Duration

- **4 x 0.5 days** for Live Online format
- **2.5 days** for Face-to-face format
- **Exam to be booked separately**

Dates

Check upcoming sessions here

Audience

- **Professionals (beginners or experienced): wishing to understand best practices and to gain, improve, formalise and certify their knowledge**

- **Individuals wishing to embrace a Document Control career**

Certified Document Controller
Training Course

DCC Consepsys

Certificates

- An Attestation 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 (exam must be booked separately)

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

After completing this course, you are eligible to sit the Consepsys Certification Examination for the Certified Document Controller level.

Exam fee must be booked and paid separately.

The Certification Examination tests and certifies the knowledge, competencies and transferability of skills. It is an individual, closed-book, 3-hour certification examination.

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

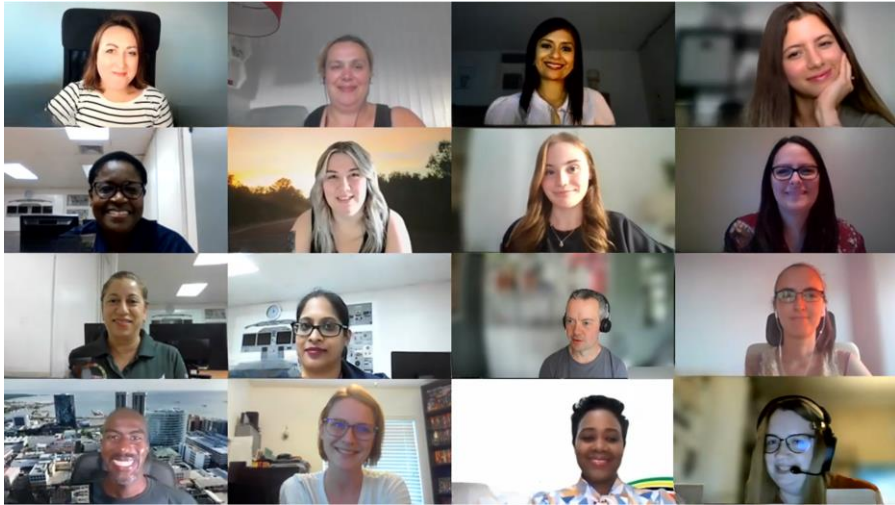Our certification programme is a unique framework to assess the knowledge and competencies of participants.

Duration

- **4 x 0.5 days** for Live Online format
- **2.5 days** for Face-to-face format
- Exam to be booked separately

Dates

Check upcoming sessions here

Audience

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

Dates & Locations

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

Price

Course fee	Live Online	Face-to-Face
British Pound	975	1,350
Euro	1,120	1,550
US Dollar	1,300	1,800
Australian Dollar	1,725	2,390
Canadian Dollar	1,650	2,285
Singapore Dollar	1,800	2,490

Option: Add examination fee	
Examination fee not included in course fee	
220	British Pound
240	Euro
290	US Dollar
390	Australian Dollar
370	Canadian Dollar
375	Singapore Dollar

Note: Examination is online for all course formats (incl. face-to-face courses)

Certified Document Controller
Training Course

DCC Consepsys

● OUR CLIENTS SAY IT BEST

Cherie said:

"I recommend the Certified Document Controller course because I have learned a lot of things that I did not know about Document Control and I have been doing this for 9.5 years.

This course will give you so much more knowledge and open your eyes to see the bigger picture with Document Control"

Jeri said:

"If you don't know where to begin understanding and implementing document control, this is the best place to do it.

I entered this course shaky in my confidence with regards to my document control knowledge, and I am leaving this course feeling confident and empowered.

My company and I will see benefits from this course for years to come"

More testimonials on our website:
www.consepsys.com/clients

Advanced Document Controller
Training Course

DCA

Consepsys

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.

Note: This course is different from the Consepsys <u>certification courses</u>. There is <u>no</u> certification examination with this course

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 <u>here</u>

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

Advanced Document Controller
Training Course

DCA

Consepsys

Certificate

- 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

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

Dates & Locations

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

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

Price

Course fee		
	Live Online	**Face-to-Face**
British Pound	975	1,350
Euro	1,120	1,550
US Dollar	1,300	1,800
Australian Dollar	1,725	2,390
Canadian Dollar	1,650	2,285
Singapore Dollar	1,800	2,490

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

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

Certified Lead Document Controller
Training Course

DCM Consepsys

Be an effective team leader in Document Control

Summary

This course is targeted at existing or aspiring leaders of Document Control teams, or at managers of Document Controllers.
It concentrates on the tools, the methods and the approach to efficiently manage Document Controllers, to organise DC activities and tasks, to calculate and distribute workload and to 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 & distribution 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

Format

Course available:
- In Live Online format
- or in Face-to-Face format

Duration

- **4 x 0.5 days** for Live Online format
- **2.5 days** for Face-to-face format
- Exam to be booked separately

Dates

Check upcoming sessions
here

Audience

- **Existing or aspiring leaders** of Document Control teams, who seek to understand the various aspects of their responsibilities

- **Career evolution** towards team leading

- **Professionals willing to be challenged beyond their comfort zone**

Certified Lead Document Controller
Training Course

DCM · Consepsys

Certificates

- An Attestation 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

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)

Pre-Requisites

- Delegates must have attended the Consepsys course 'Certified Document Controller' before attending the course 'Certified Lead Document Controller'

- Strong experience as a Document Controller and senior Document Controller

- Strong knowledge of document control principles, rules and practices

- 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)

- Delegates must have obtained a pass mark at the Consepsys Certification Examination for the Certified Document Controller level to be eligible to sit the Consepsys Certification Examination for the Certified Lead Document Controller level

Certification Examination

Delegates must have obtained a pass mark at the Consepsys Certification Examination for the Certified Document Controller level to be eligible to sit the Consepsys Certification Examination for the Certified Lead Document Controller level.

Exam fee must be booked and paid separately.

The Lead Document Controller Certification Examination is an individual, closed-book, 3-hour certification examination. It tests:
- Ability to manage a team
- Ability to organise tasks and workload
- Ability to communicate with management and teams

Certified Lead Document Controller
Training Course

DCM

Consepsys

Dates & Locations

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

Price

Course fee		
	Live Online	Face-to-Face
British Pound	975	1,350
Euro	1,120	1,550
US Dollar	1,300	1,800
Australian Dollar	1,725	2,390
Canadian Dollar	1,650	2,285
Singapore Dollar	1,800	2,490

Option: Add examination fee	
Examination fee not included in course fee	
220	British Pound
240	Euro
290	US Dollar
390	Australian Dollar
370	Canadian Dollar
375	Singapore Dollar

Note: Examination is online for all course formats (incl. face-to-face courses)

OUR CLIENTS SAY IT BEST

Liz said:

"This was the most amazing experience. I feel empowered to go back to work with some tangible and concrete best practice.

I also have a sense of ownership & pride in what I do now"

Format
Course available:
- In Live Online format
- or in Face-to-Face format

Duration
- **4 x 0.5 days** for Live Online format
- **2.5 days** for Face-to-face format
- **Exam to be booked separately**

Dates
Check upcoming sessions
here

Audience
- **Existing or aspiring leaders** of Document Control teams, who seek to understand the various aspects of their responsibilities
- **Career evolution** towards team leading
- **Professionals willing to be challenged beyond their comfort zone**

More testimonials on our website:
www.consepsys.com/clients

Transitioning to a Manager Position
Training Course

Learn to think as a successful manager

MGR

Consepsys

The course is run in partnership
with Kerr Noll Consultants

Summary

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.

Participants are guided to learn to slip into their new role as a Leader, with a better understanding of what their organisation expects from its team leaders and managers.

Through a set of challenging workshops, the mindset of participants is transformed to embrace the shift of focus from detail to overview, which they must go through to meet the objectives of their organisation and to be effective, credible and 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

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

- **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**

Transitioning to a Manager Position
Training Course

MGR

Consepsys

The course is run in partnership with Kerr Noll Consultants

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

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)

Price

Course fee		
	Live Online	Face-to-Face
British Pound	975	1,350
Euro	1,120	1,550
US Dollar	1,300	1,800
Australian Dollar	1,725	2,390
Canadian Dollar	1,650	2,285
Singapore Dollar	1,800	2,490

Dates & Locations

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

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

- 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

MGR

Consepsys

OUR CLIENTS SAY IT BEST

Agnes said:

"Thank you for showing me a light in the tunnel, and empowering me with the possibility to change myself first before changing my team!"


Jelena said:

"Focused course with many real life examples.

This course touched all aspects of the good management criteria and provided better understanding on how to deal with different situations"

Rebecca said:

"This course was pivotal in helping me evaluate if I am ready to take this next step, and step up to a management role.

I would recommend it to anyone having the same considerations and wanting the training and confidence to make this decision."
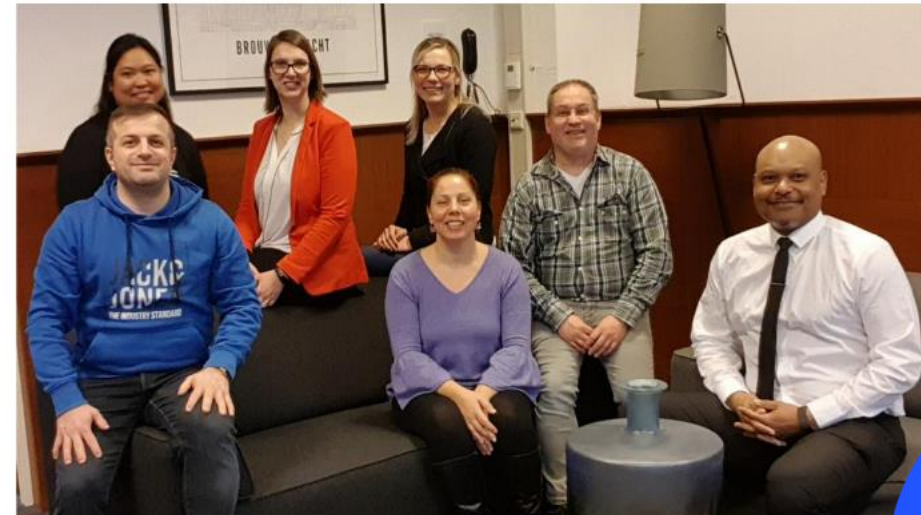
More testimonials on our website:
www.consepsys.com/clients

Self-paced learning modules

EDC Consepsys

Summary

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

Fully flexible: each module can be booked separately.

Note: These modules are **not** part of the Consepsys Certification curriculum.

Available modules

EDC1 - WEBINAR
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

EDC2 - WEBINAR
Project Document Control
Level: Basic / Fundamental

- Document Control Definition
- The Role of the Document Controller
- Types of Documents
- Document Control Process
- Document Control Tasks

EDC3 - WEBINAR
Document Control: Risks and 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

EDC4 - WEBINAR
EDMS Implementation∗
Level: Advanced

- EDMS* Project Definition
- Selecting the appropriate EDMS*
- Development, Design & Set-up
- Document & Data Migration
- Deployment plan

EDMS: Electronic Document Management System

EDC5 - WEBINAR
Document Control Audits
Level: Advanced

- Audit Criteria
- Audit Preparation
- On-site Activities
- Audit Report & Follow-up

EXL
Series: Excel for Document Controllers
Level: Different levels available

- Step-by-Step guided tutorials: Develop robust skills and build powerful, efficient and time-saving DC tools

- **Each module can be purchased separately**
- **Pre-requisites: No formal qualification or experience required**
- **Delivered in English Language**
- **An attestation of completion is delivered upon completion of the module**
- **These modules are not part of the Consepsys Certification curriculum.**

Register here

Fee

British Pound	105
Euro	125
US Dollar	150
Australian Dollar	195
Canadian Dollar	180
Singapore Dollar	195

5% discount for booking 5 modules

Webinar for Managers & Supervisors of Document Controllers

EDC

Consepsys

Summary

This 1-hour webinar uses a managerial perspective to explain the importance of Document Control to Managers and Supervisors of Document Control professionals.

It uses a variety of real-life examples to influence Managers and Supervisors to give more support to Document Control, and to consider it with more importance.

Note: This webinar is **not** part of the Consepsys Certification curriculum.

Webinar Content

Unit 1: Purpose of the course and the role of Managers & Supervisors

Unit 2: The mission of Document Control

Unit 3: Importance of Document Control for Managers and Supervisors
- Safety
- False economy of not investing in competent Document Control
- Risks of disputes, litigation and prosecution
- Financial losses due to poor Document Control
- Impact on company reputation due to potential court cases
- Potential Client dissatisfaction and loss of return business
- Impact on reputation, prestige, career and earnings of Managers and Supervisors

Unit 4 - Common pitfalls
- An Electronic Document Management System does not solve everything
- The damages caused by ill-suited Document Control resources
- Document Control perceived as "slowing down the process"
- The damages caused by lack of support to Document Control

Unit 5 - Document Control - an ally for success
- The added value of competent, empowered Document Control
- Support required by Document Control
- Document Control – a key component for your success

Target audience:
Managers & Supervisors of Document Controllers

Register here

Fee

British Pound	105
Euro	125
US Dollar	150
Australian Dollar	195
Canadian Dollar	180
Singapore Dollar	195

Consepsys is the worldwide leading provider of Document Control courses & certification programme

1200+ Client Organisations have trusted us

Below is a *very small* sample of Client References. Find more references here.

Consultancy Services

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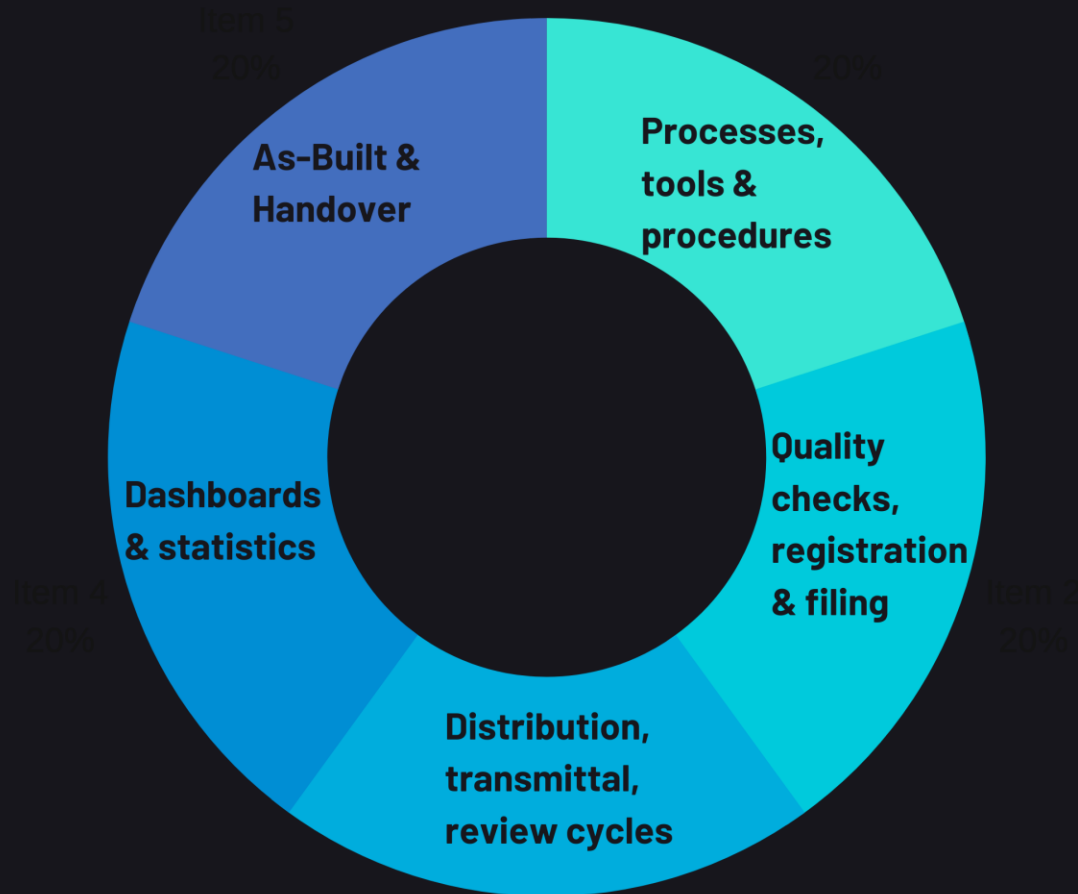
Publications

● **Books** 👆

- Document Control Recommended Practice
- Glossary of Document Control Terms

● **E-Magazine** 👆

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

● **Expert Video Series** 👆

Subscribe to our YouTube channel to get notified for every new tip of the month & expert video on Document Control topics.

● **Toolbox** 👆

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

● **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.
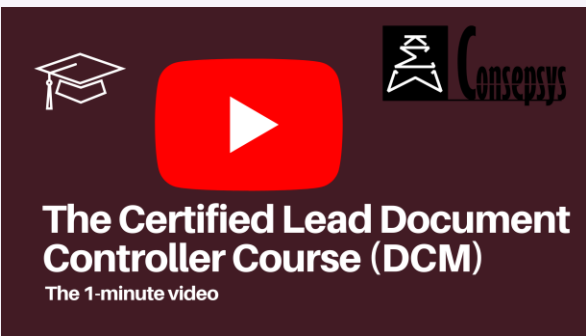
Useful Videos

What is Document Control
(in less than 3 minutes)

What is the Certified Document
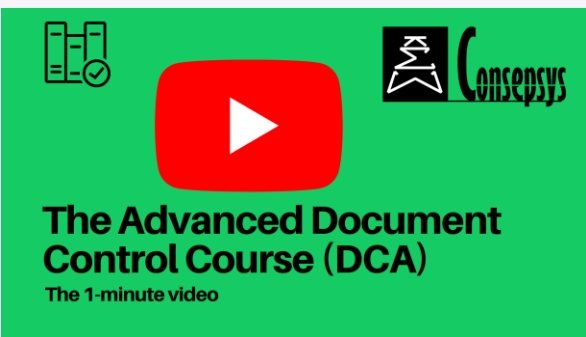Controller Course (1min video)

What is the Certified Lead Document
Controller Course (1min video)

Who is Consepsys

What is the Advanced Document
Control Course (1min video)

What is the Transitioning to a
Manager Position Course (1min video)

How to register on a course?

1   **2**   **3**

Fill out the online registration form → **Pay for the course fee** → **At payment receipt, we confirm your enrolment**

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