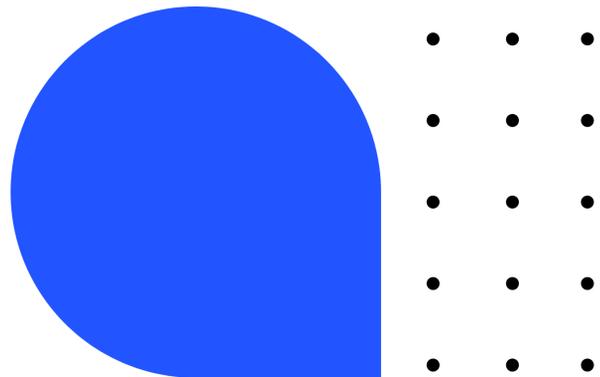




The Document Control Professionals
Consultancy, Training Courses, Publications, Certification

Course Brochure

Certified Lead Document Controller Training Course (DCM)



CONSEPSYS LIMITED



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Certified Document Lead Controller

Training Course

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

Course Fee

British Pound	975
Euro	1120
US Dollar	1300
Australian Dollar	1725

Canadian Dollar	1650
Singapore Dollar	1800

Exam Fee to be paid separately



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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

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 certification examination (exam must be booked separately)

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
- After completing this course, you may be eligible to sit the Consepsys Certification Examination for the Certified Lead Document Controller level (see pre-requisites section above)
- The Certification Examination tests and certifies the knowledge, competencies and transferability of skills.

The Document Control Certification Examination tests:

- The Lead Document Controller Certification Examination tests:
 - Manage a team
 - Organise tasks and workload
 - Communicate with management and teams

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

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

Course Fee

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Dates & Locations

Find the best fit for dates & locations on our website

www.consepsys.com/dcm

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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



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"

Irena said:

"This course has fully covered and answered all aspects of leading document control teams.

Thanks a lot to trainers for perfect, interesting, positive, easy understanding and very useful training!"



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:

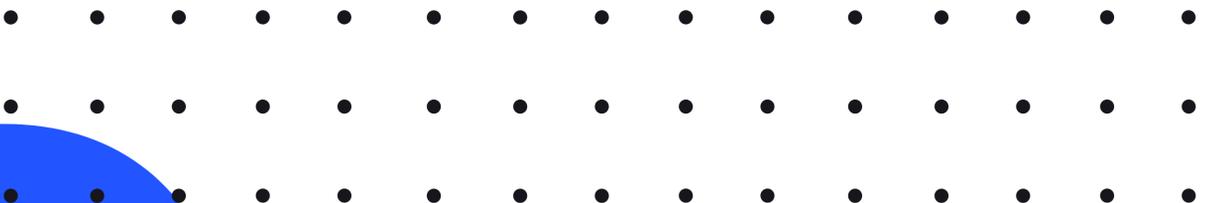


105+ Countries

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"



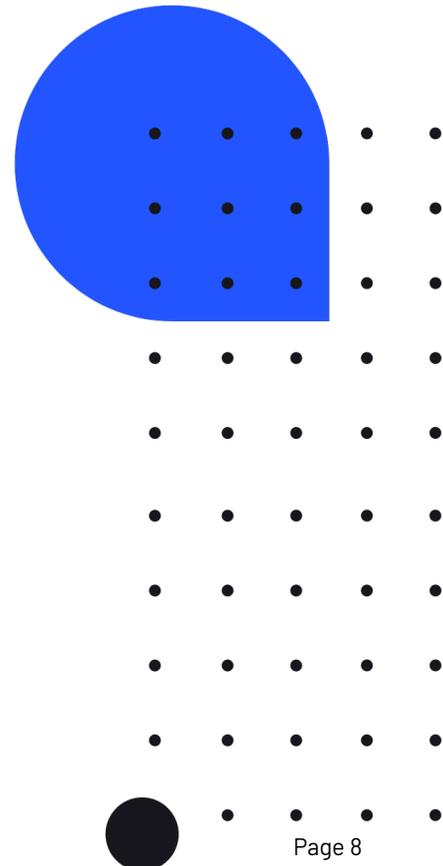
Shauna said:

"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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