MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

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Course Profile Document

Administration and Customer Service

Electronic Data and Records Management

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE	DELIVERY	DURATION	PREPARED FOR
MSD2523	**Online / Face-to-Face**	**Flexible**	**Organisation Approval**

Register for this Course

View Online Course Page

Course Overview

The Electronic Data and Records Management course offered by Magna Skills is designed to equip professionals with the knowledge and skills necessary to effectively manage electronic data and records within organizations. This course covers fundamental principles, strategies, and best practices for organizing, storing, securing, and retrieving electronic data and records to ensure compliance, efficiency, and accessibility.

Course Outcomes

- **Understand Electronic Data and Records Management Principles:** Gain insights into the importance of electronic data and records management, including legal and regulatory requirements, organizational policies, and industry best practices.
- **Implement Electronic Records Management Systems:** Learn how to design, implement, and maintain electronic records management systems (ERMS) to organize, categorize, and classify electronic records effectively.
- **Ensure Data Security and Confidentiality:** Develop strategies for ensuring the security and confidentiality of electronic data and records through access controls, encryption, backups, and disaster recovery plans.
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Optimize Data Retention and Disposal: Implement policies and procedures for managing the retention and disposal of electronic records in accordance with legal, regulatory, and organizational requirements.

- **Enhance Search and Retrieval Capabilities:** Explore techniques for enhancing search and retrieval capabilities within electronic records management systems to improve accessibility and efficiency.
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Course Outline / Curriculum

Module 1: Introduction to Electronic Data and Records Management

- Importance of electronic data and records management
- Legal and regulatory requirements

Module 2: Electronic Records Management Systems (ERMS)

- Designing and implementing ERMS
- Categorizing and classifying electronic records

Module 3: Data Security and Confidentiality

- Access controls and permissions
- Encryption and data protection measures

Module 4: Data Retention and Disposal

- Records retention policies and schedules
- Secure disposal methods and procedures

Module 5: Search and Retrieval Techniques

- Metadata and indexing for efficient search and retrieval
- Advanced search capabilities within ERMS

Module 6: Compliance and Audit Trails

- Ensuring compliance with legal and regulatory requirements
- Establishing audit trails for electronic records

Module 7: Electronic Records Preservation

- Preservation strategies for long-term retention
- Digital preservation standards and best practices

Module 8: Records Management in the Cloud

- Managing electronic records in cloud-based environments
- Considerations for data sovereignty and security

Module 9: Electronic Discovery and Legal Hold

- Understanding electronic discovery processes
- Implementing legal hold procedures for electronic records

Module 10: Best Practices and Case Studies

- Best practices for electronic data and records management
- Case studies highlighting successful implementation

Participants in the Electronic Data and Records Management course will gain practical skills and knowledge to effectively manage electronic data and records within their organizations, ensuring compliance, accessibility, and efficiency in data management practices.

Target Audience

The Electronic Records Management (ERM) training is designed for Business Managers, IT Managers, Compliance Officers, Archivists, Librarians, Risk Managers, Records Managers and Information Managers, as well as for solution providers, sales consultants, project managers, and technical staff.

Key Course Benefits

Work-Ready Skills

Delegates leave with practical tools, templates and methods they can apply immediately at work.

Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

Sponsor-Friendly

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

Professional Recognition

Delegates receive training documentation and a certificate of completion after successful participation.

Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

Southern Africa

Practical training destinations with strong travel access and delegate support.

- Pretoria, South Africa
- Vic Falls, Zimbabwe
- Livingstone, Zambia

East Africa

Popular regional centres for government, NGO and donor-funded project teams.

- Kigali, Rwanda
- Kampala, Uganda
- Nairobi,
- Zanzibar, Tanzania

West Africa & Islands

Strategic locations for regional networking and executive capacity building.

- Accra, Ghana
- Port Louis, Mauritius

International Executive Venue

Premium destination training for senior teams and international delegates.

- Dubai, United Arab Emirates

Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

- Online, E-Learning
- Remote Teams
- Flex

Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

- Onsite
- Custom Dates
- Group Training

Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

Register / Apply Online | **View Full Course Page**

About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training | NGO Capacity Building | Corporate Workshops | Online Learning | Face-to-Face Training | Certifica

Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

Organisation / Department	
Delegate Name(s)	
Approved Course	Electronic Data and Records Management
Preferred Delivery Mode	☐ Online ☐ Face-to-Face ☐ Organisation-Based Training
Preferred Training Venue / Date	
Estimated Number of Delegates	
Budget / Vote Number	
Contact Person	
Email / Mobile	

Authorised Name _____ Signature / Stamp _____ Date _____