MAGNA SKILLS (PTY) LTD

Corporate Training Courses
Virtual Online Classes
Conferences & Webinars
Academic Tours

Venues: South Africa, Rwanda, Kenya, Dubai, Uganda, Ghana, Zambia, Zimbabwe, Mauritius, Tanzania
Tel: +27 63 007 9022 | +250 722 99 0657
Email: info@magnaskills.com
Web: www.magnaskills.com

Electronic Records Management Course Details

Department: ICT and Security Management

Presented by Magna Skills Development Institute

Registration Link

Date Created: 06-Jun-2025

Training Coordinator: Denis Wunganayi

Course Summary

The Advanced Records Management Training course is designed to stretch the thinking of those who have been in the records management industry for some time.   We discuss advanced concepts in a workshop environment and test traditional thinking.   This programme is not suited for new records managers or those just starting out in the industry. Delegates from the private and public sector will benefit from this programme. Staff members responsible for Information Governance in their organisations will benefit and be able to take back some of the concepts to expand on traditional records and archives thinking.

Course Objectives

- Understand the implications of new legisation on records management and guide the organisation to becoming compliant
- Create a strategic plan for a records improvement process
- Align the records management programme to the corporate goals and objectives
- Provide input into the the Entrprise Content Management initiatives of the organisation.
- Prepare the organisation for Information Governance, beyond IT Governance
- Assist the organisation in balancing the needs for Privacy versus Accessibility of records
- Lead the process for managing social media as records where appropriate.
- Make informed decisions as to whether the "Cloud" is a suitable repository for organisational records
- Look beyond traditional "File Plan" thinking and start developing value-based records classification schemes
- Inform the organisation of the pros and cons of Sharepoint as a records management system.

Course Outline

Current legislative impacts on records management

- The Protection of Personal Information Bill
- King III and the implications for records management
- The New Companies Act

Strategic Planning and Management for Records and Archive Services

- Identify the Corporate Drivers facing the organisation
- Determine the key management issues facing document and records management
- Conducting an audit/maturity assessment
- Creating a roadmap based on the audit findings

- Implement a Records Management programme
- Create a change and communications management plan

Beyond basic Electronic Records – critical issues to consider

- Long-term preservation
- Metadata
- File naming
- File formats
- Storage facilities and procedures
- Digital media
- Evaluation of records management systems
- Digital imaging
- E-mail management
- Web content management
- Electronic and advanced electronic signatures

Information Governance (Beyond Records management, Risk and Security)

- Information Governance and Generally Accepted Recordkeeping Principles (GARP)
- Records management in relation to other enterprise initiatives
- Conversion of paper documents and records to electronic files
- Records Management
- Content / Knowledge Management
- Collaboration / Work-flow engines
- Version control o Electronic forms management

Transparency and Records Management

- Transparency implications for records and information management
- Records Management as a tool for establishing transparency and accountability
- Records Management maturity levels

Managing Social Media Records

- Introduction
- Understanding Social Media

- Social Media as a record.
- Retention of Social Media communications
- Social media as a records management tool
- Managing Social media records using GARP principles

Managing Documents & Records in the Cloud

- Understanding "The Cloud"
- Different "Cloud" and deployment models
- Advantages and disadvantages of cloud storage
- Discussing the implications for records management
- Determining whether the cloud is right for your organisations records
- Key action steps

Business Classification Schemes

- What is a business classification scheme
- Integrating paper, electronic and e-mail classification schemes
- Extended file plan and metadata models
- Naming Conventions

Company Overview

Who We Are: Magna Skills is a premier training and capacity-building organization specializing in professional development for government institutions, NGOs, and the private sector.

Our Mission: To provide world-class training solutions that equip professionals with the expertise needed to excel in their careers and contribute meaningfully to their organizations.

Our Vision: To be the leading provider of professional training and development across Africa, fostering excellence, innovation, and capacity-building in public and private sectors.

Core Values

- **Excellence** – Delivering high-quality training tailored to meet the evolving needs of professionals.
- **Integrity** – Upholding the highest ethical standards in all our engagements.
- **Innovation** – Embracing new technologies and methodologies to enhance learning experiences.
- **Customer-Centric Approach** – Ensuring client satisfaction by providing relevant, practical, and impactful training.
- **Collaboration** – Partnering with industry experts and institutions to provide the best learning opportunities.

Our Training Methodology

We use a blended learning approach that includes instructor-led training, case studies, workshops, and post-training support.

Why Choose Magna Skills?

- Experienced Trainers
- Customized Training Solutions
- Interactive Learning
- Global Recognition
- Proven Track Record

Request for Training Form

Complete the form and share with Magna Skills Support Team on email info@magnaskills.com or Send Whatsapp on: +27630079022

Approval & Authorization	
Applicant Details	**Course Details**
First Name:	Course Name:
Last Name:	Training Venue:
Mobile:	Month:
Email:	Training Method: Onine[_____] Face to Face [___]
Company Name:	Duration:
Country:	Number of Staff Members:

By signing this agreement, both parties confirm their commitment to the terms outlined in this proposal.