



**The Document Control Professionals**

Consultancy, Training Courses, Certification, Publications

## **COURSE BROCHURE**

# **Transitioning to a Manager Position Training Course (MGR)**



### **CONSEPSYS LIMITED**

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# Transitioning to a Manager Position

MGR

New



**Moving up** to a Manager position requires a profound change of **mindset** and **perspective**. New managers must reinvent their professional outlook and must face a **new suite** of complex **challenges**. People who have climbed the organisational ladder often learn on the job, often through mistakes.

This course introduces **new and future managers** to the new **environment** that awaits them, with its concepts, its **challenges** and its relationships.

Participants are guided to learn to slip into their **new role as a Leader**, with a better understanding of **team leading**, **business administration**, **commercial** and **strategic** concepts.

Through a combination of theoretical sessions and hands-on workshops, the **mindset** of participants is **transformed** to embrace the shift of focus from detail to **overview**, which they must go through to be **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

## 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

## COURSE PROVIDER

The course is run by Kerr Noll Consultants, which is a trademark of Consepsys Limited

## COURSE FEE

Currency	Price
British Pounds ( <i>Default Currency</i> )	GBP 846
Euros	EUR 1068
US Dollars	USD 1300
Singapore Dollars	SGD 1800
Australian Dollars	AUD 1575
Canadian Dollars	CAD 1545

Price includes:

- Course fee
- Tuition fee
- Course Material
- Snacks & refreshments
- Lunch
- Tax where applicable

Duration  
**2 days**

Fee  
**£ 846**

Suitable for:  
**Current & Future Managers**



**Early Bird - Get 10% discount if you register and pay 100 days or more before the course!**



## CERTIFICATE

A **Completion Certificate** is issued to each participant who satisfactorily completes the course.

## PRE-REQUISITES

- Desire to be a leader
- Desire for more responsibility
- Ability to think conceptually

## COURSE LOCATIONS & DATES

See the locations & dates page to find course sessions for 2018: [Link](#)

## 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

## TYPICAL COURSE SCHEDULE

<b>Day 1</b>	9.00 AM to 5.00 PM  (incl. 1 hour lunch break)	Course
<b>Day 2</b>	9.00 AM to 5.00 PM  (incl. 1 hour lunch break)	Course



# SCHEDULE & LOCATIONS

- **Course dates**
- **Course shedule**

# TIMETABLE - 2018 SESSIONS

## DCC - CERTIFIED DOCUMENT CONTROLLER COURSE

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
<u>Europe</u>												
<i>London</i>											19-21	
<i>Amsterdam</i>					14-16							
<i>Aberdeen</i>	15-17											
<u>Asia</u>												
<i>Singapore</i>				16-18								
<i>Manila</i>			20-22									
<i>Kuala Lumpur</i>			12-14									
<i>Jakarta</i>			20-22									
<u>Australia</u>												
<i>Perth</i>						11-13						
<i>Brisbane</i>						25-27						
<u>Middle East</u>												
<i>Dubai</i>										21-23		
<u>North America</u>												
<i>Houston</i>									24-26			
<i>Vancouver</i>									10-12			

## DCA – ADVANCED DOCUMENT CONTROL COURSE

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
<u>Europe</u>												
<i>Amsterdam</i>					16-18							
<i>Aberdeen</i>	17-19											
<u>Asia</u>												
<i>Singapore</i>				18-20								
<i>Kuala Lumpur</i>			14-16									
<u>Australia</u>												
<i>Brisbane</i>						27-29						
<u>Middle East</u>												
<i>Dubai</i>										23-25		
<u>North America</u>												
<i>Vancouver</i>									12-14			

## DCM – CERTIFIED LEAD DOCUMENT CONTROLLER COURSE

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
<u>Europe</u>												
<i>London</i>											21-23	
<u>Asia</u>												
<i>Singapore</i>				23-25								
<u>Australia</u>												
<i>Perth</i>						13-15						
<u>North America</u>												
<i>Houston</i>									26-28			

## MGR – TRANSITIONING TO A MANAGER POSITION COURSE

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
<u>Europe</u>												
<i>London</i>											19-20	
<u>Asia</u>												
<i>Singapore</i>				18-19								
<u>Australia</u>												
<i>Perth</i>						11-12						
<u>North America</u>												
<i>Houston</i>									24-25			

## NDC – DOCUMENT CONTROL ESSENTIALS FOR NON-DOCUMENT CONTROLLERS

The NDC course is available on-demand, for in-company training sessions

### GOOD TO KNOW!



### Your location is not covered here?

#### Three options:

- Check if you can travel to one of our course locations
- We can offer in-company training sessions, for multiple course participants
- We also offer e-learning modules: study where you are and when you can, at your own pace

#### Combination of courses:

Our courses can be combined and two 2.5-day courses may be taken back to back within the same week

(see [next page](#))

# COURSE SCHEDULE - 2018 SESSIONS

Course schedule for DCC, DCA, DCM courses - See next page for MGR sessions

## Europe

<b>LONDON</b>		<b>19-Nov-2018</b>	<b>20-Nov-2018</b>	<b>21-Nov-2018</b>	<b>22-Nov-2018</b>	<b>23-Nov-2018</b>
<b>DCC</b>	Schedule	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 12.00 PM	-	-
	Activity	Course	Course	Exam	-	-
<b>DCM</b>	Schedule	-	-	1.30 PM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM
	Activity	-	-	Course	Course	Exam

<b>ABERDEEN</b>		<b>15-Jan-2018</b>	<b>16-Jan-2018</b>	<b>17-Jan-2018</b>	<b>18-Jan-2018</b>	<b>19-Jan-2018</b>
<b>DCC</b>	Schedule	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 12.00 PM	-	-
	Activity	Course	Course	Exam	-	-
<b>DCA</b>	Schedule	-	-	1.30 PM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM
	Activity	-	-	Course	Course	Course

<b>AMSTERDAM</b>		<b>14-May-2018</b>	<b>15-May-2018</b>	<b>16-May-2018</b>	<b>17-May-2018</b>	<b>18-May-2018</b>
<b>DCC</b>	Schedule	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 12.00 PM	-	-
	Activity	Course	Course	Exam	-	-
<b>DCA</b>	Schedule	-	-	1.30 PM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM
	Activity	-	-	Course	Course	Course

## Asia

<b>SINGAPORE</b>		<b>16-Apr-2018</b>	<b>17-Apr-2018</b>	<b>18-Apr-2018</b>	<b>19-Apr-2018</b>	<b>20-Apr-2018</b>
<b>DCC</b>	Schedule	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 12.00 PM	-	-
	Activity	Course	Course	Exam	-	-
<b>DCA</b>	Schedule	-	-	1.30 PM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM
	Activity	-	-	Course	Course	Course

<b>SINGAPORE</b>		<b>23-Apr-2018</b>	<b>24-Apr-2018</b>	<b>25-Apr-2018</b>
<b>DCM</b>	Schedule	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 12.00 PM
	Activity	Course	Course	Exam

<b>JAKARTA</b>		<b>20-Mar-2018</b>	<b>21-Mar-2018</b>	<b>22-Mar-2018</b>
<b>DCC</b>	Schedule	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 12.00 PM
	Activity	Course	Course	Exam

<b>MANILA</b>		<b>20-Mar-2018</b>	<b>21-Mar-2018</b>	<b>22-Mar-2018</b>
<b>DCC</b>	Schedule	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 12.00 PM
	Activity	Course	Course	Exam

<b>KUALA LUMPUR</b>		<b>12-Mar-2018</b>	<b>13-Mar-2018</b>	<b>14-Mar-2018</b>	<b>15-Mar-2018</b>	<b>16-Mar-2018</b>
<b>DCC</b>	Schedule	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 12.00 PM	-	-
	Activity	Course	Course	Exam	-	-
<b>DCA</b>	Schedule	-	-	1.30 PM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM
	Activity	-	-	Course	Course	Course

## Australia

<b>PERTH</b>		<b>11-Jun-2018</b>	<b>12-Jun-2018</b>	<b>13-Jun-2018</b>	<b>14-Jun-2018</b>	<b>15-Jun-2018</b>
<b>DCC</b>	Schedule	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 12.00 PM	-	-
	Activity	Course	Course	Exam	-	-
<b>DCM</b>	Schedule	-	-	1.30 PM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM
	Activity	-	-	Course	Course	Exam

<b>BRISBANE</b>		<b>25-Jun-2018</b>	<b>26-Jun-2018</b>	<b>27-Jun-2018</b>	<b>28-Jun-2018</b>	<b>29-Jun-2018</b>
<b>DCC</b>	Schedule	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 12.00 PM	-	-
	Activity	Course	Course	Exam	-	-
<b>DCA</b>	Schedule	-	-	1.30 PM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM
	Activity	-	-	Course	Course	Course

## Middle East

<b>DUBAI</b>		<b>21-Oct -2018</b>	<b>22-Oct -2018</b>	<b>23-Oct -2018</b>	<b>24-Oct -2018</b>	<b>25-Oct -2018</b>
<b>DCC</b>	Schedule	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 12.00 PM	-	-
	Activity	Course	Course	Exam	-	-
<b>DCA</b>	Schedule	-	-	1.30 PM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM
	Activity	-	-	Course	Course	Course

## North America

<b>HOUSTON</b>		<b>24-Sept-2018</b>	<b>25-Sept-2018</b>	<b>26-Sept-2018</b>	<b>27-Sept-2018</b>	<b>28-Sept-2018</b>
<b>DCC</b>	Schedule	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 12.00 PM	-	-
	Activity	Course	Course	Exam	-	-
<b>DCM</b>	Schedule	-	-	1.30 PM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM
	Activity	-	-	Course	Course	Exam

<b>VANCOUVER</b>		<b>10-Sept-2018</b>	<b>11-Sept-2018</b>	<b>12-Sept-2018</b>	<b>13-Sept-2018</b>	<b>14-Sept-2018</b>
<b>DCC</b>	Schedule	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 12.00 PM	-	-
	Activity	Course	Course	Exam	-	-
<b>DCA</b>	Schedule	-	-	1.30 PM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM
	Activity	-	-	Course	Course	Course

# COURSE SCHEDULE - 2018 SESSIONS

Course schedule for MGR courses (See previous page for DCC, DCA, DCM courses sessions)

## Europe

<b>LONDON</b>		<b>19-Nov-2018</b>	<b>20-Nov-2018</b>
<b>MGR</b>	Schedule	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM
	Activity	Course	Course

This session can be combined if required with the DCM course within the same work week (19 to 23 November 2018)

## Asia

<b>SINGAPORE</b>		<b>18-Apr-2018</b>	<b>19-Apr-2018</b>
<b>MGR</b>	Schedule	1.30 PM - 5.00 PM	9.00 AM - 5.00 PM
	Activity	Course	Course

This session can be combined if required with the DCM course held in the same location (23 to 25 April 2018)

## Australia

<b>PERTH</b>		<b>11-Jun-2018</b>	<b>12-Jun-2018</b>
<b>MGR</b>	Schedule	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM
	Activity	Course	Course

This session can be combined if required with the DCM course within the same work week (11 to 15 June 2018)

## North America

<b>HOUSTON</b>		<b>24-Sept-2018</b>	<b>25-Sept-2018</b>
<b>MGR</b>	Schedule	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM
	Activity	Course	Course

This session can be combined if required with the DCM course within the same work week (24 to 28 September 2018)

See previous page for DCC, DCA, DCM course sessions



## OTHER COURSES

- **Summary of all face-to-face courses**
- **Comparison table**



# FACE-TO-FACE COURSES



## CERTIFIED COURSES

Acquire competencies, learn best practices, certify your knowledge and skills

➔ **Certified Document Controller Training Course**

➔ **Certified Lead Document Controller Training Course**

## ADVANCED COURSES

Take your career a step further, perfect complement to the certified courses

➔ **Advanced Document Control Training Course**

➔ **Transitioning to a Manager Position Training Course**

## FOR NON-DOCUMENT CONTROLLERS

Get your interfaces\* « Document Control savvy »

*\* managers, authors, engineers, reviewers, approvers, technical teams.*

➔ **Document Control Essentials for Non-Document Controllers**

# COMPARE COURSE OPTIONS

Each course content is different, and all our courses are complementary.  
The below table presents the main subject covered and the extent of coverage.

	DCC	DCM	DCA	MGR
What is Document Control and why is important?	*****			
Role and tasks of Document Controller	*****			
Document Numbering	*****			
Document Filing	*****			
Benefits of Document Control	***** (1)		***** (1)	
Document Distribution	*****			
Document Registration	*****			
Project Documents	*****			
Lifecycle of Documents	*****			
Planning DC tasks		*****		
Workload calculation		*****		
Tasks allocation		*****		
Budget preparation		*****		
Stakeholders Management	**	***** (1)	***** (1)	
Writing DC Procedures	**** (1)	**** (1)	***** (1)	
Implementation of DC system		****		
Setting up DC for a project		****	*****	
Reporting & KPIs	**	****	*****	
Communicating DC & raising awareness	**	****	*****	
As-Built Package	**		*****	
Competency management		**	*****	
Management & Team Leading		****		*****

Note (1): Topic covered under different, complementary angles

Legend for depth of topic coverage: \*\* Basic | \*\*\*\*\* Moderate | \*\*\*\*\* Advanced

## WHICH COURSE SHOULD I ATTEND?

Level of relevance:

	DCC	DCM	DCA	MGR
Complete beginner in Document Control	*****			
A few months to a few years experience	*****		**	
More than 2 years experienced	*****	**	*****	
Current team leader	*****	*****	*****	*****
Future team leader	*****	*****	*****	*****

Legend for level of relevance: \*\* Basic | \*\*\*\*\* Moderate | \*\*\*\*\* Advanced



## OTHER INFORMATION

- **FAQ - Frequently Asked Questions**
- **Enrolment Process**
- **Clients**
- **Feedback**

## FACE-TO-FACE COURSES

### Questions on course fee and payment

#### What is included in the course fee for face-to-face courses?

- Included in the fee: tuition, course material (excluding copyrights), certification examination (for DCC & DCM courses), snacks and refreshments, lunch, VAT/GST/Tax (where applicable).
- Conespsys Limited does not arrange hotel accommodation, nor visa applications for Course Participants.
- Accommodation, food and other living expenses are not included in the fee.

#### How do I pay for training courses?

- Payment options include: direct bank transfer, debit/credit card, and PayPal.
- Course registration will be formally confirmed by email upon receipt of payment.
- Conespsys Limited requires full payment of course fees to be settled 7 days after issuance of the invoice.

#### When do I pay?

- Sufficient lead time is needed for course logistics and administrative tasks. For this reason, Conespsys Limited requires full payment of course fees to be settled 7 days after issuance of invoice.
- All registration are closed 31 days prior to the start of the course session, at the latest.
- Course registration will be formally confirmed by email upon receipt of payment.

#### After payment, what are the next steps?

- Upon receipt of payment, and 30 days prior the start of the training course session at the latest, a Course Enrollment Confirmation Notice will be sent to each Course Participant by email including location, timetable, list of nearby hotels, etc.
- Participants are urged not to book non-refundable travel or hotel until they have received a Course Enrollment Confirmation Notice.

#### We are several course participants from the same company, can we expect a discount on the course fee?

- Yes, you can. Please contact us to discuss discounts and preferred conditions. You may contact us via our [online enquiry form](#).

### Questions on course schedule:

#### What is the course schedule?

- The course schedule for full day of courses is typically 9.00 AM to 5.00 PM, with a lunch break. Refer to the details of each course within this catalogue to have a more detailed example of course schedule. Refer to "[Course Schedule](#)" section for detailed course schedule.

#### Can I combine two or three courses together take them one immediately after the other (back to back)?

- Depending on the location and dates, it may be possible to attend two or three courses, one immediately after the other (back to back). Refer to "[Course Schedule](#)" section for detailed course schedule.

#### We would like to organise an in-house private course. Is it possible?

- Yes, it is. Send a request for proposal: [Link](#)

### Questions on the certificate and certification examination

#### What kind of certificate will I receive?

- A Certificate of Attendance is issued to each participant who satisfactorily completes the course.
- For "Certified Document Controller Course" (DCC) and "Certified Lead Document Controller Course" (DCM), the course also includes an individual 3-hour certification examination: An Examination Pass Certificate is awarded to each participant who successfully passes the course certification examination.

#### Certification examination (for 'DCC' & 'DCM' Courses)

- Certification examination sessions apply only to "Certified Document Controller Course" (DCC) and "Certified Lead Document Controller Course" (DCM).
- All our certification examination sessions are held in a face-to-face circumstance only.
- The certification examination usually takes place on the last afternoon/morning of the course.
- It is an individual closed-book examination. Participants have up to 3 hours to complete the examination paper.
- Refer to the "Certification Examination" section for more information on the content of the exam.

The FAQ continues on next page 

## Questions on the course content

### Which course should I attend? DCC? DCA? DCM? MRG?

- Each course content is different, and all our courses are complementary. The [comparative table](#) presents the main subject covered and the extent of coverage.

### What kind of course material will I receive?

- Participants receive a handbook (hardcopy) and workshop hand-outs

### Which Document Control Software Package or EDMS do you use during the course?

- No Document Control software package or EDMS is used nor required during our courses;
- We are not affiliated to any Document Control software vendors, therefore we are independent;
- Our courses cover the competency and skill aspect of the Document Control profession, which allows to adapt to any Electronic Document Management System.

### I am not sure whether these courses apply to my industry.

- For DCC, DCA, DCM, NDC courses: Document Control is applied in a wide variety of industries and practices are remarkably uniform across all sectors. So far, we have trained professionals from 45 industries, including but not limited to Oil and Gas, Mining, Building Construction, Chemicals, Refining, Pharmaceutical, Medical, Nuclear, Food and Beverages, Renewable Energy, Waste Treatment, Aviation, Aeronautics, Airports, Automotive, Architecture, Marine, Logistics, Digital, Bank, and many more.
- Please contact us to find out whether our courses would apply to your industry sector.
- For MGR courses: The course / workshop methodology is targeted at leaders, regardless of the sector of activity or their industry of origin. The workshops and activities have been designed to be relatable to individuals from all sorts of professional backgrounds.

## Questions on course enrolment

### How do I enroll / register?

1. Fill out our [online request for enrollment](#)
2. We will then send you an invoice. Payment is due 7 days after issuance of invoice.
3. Once payment is confirmed, your enrollment will be validated by our team.
4. 30 days at the latest before the course session, we will send you a Course Enrollment Confirmation Notice, including all practical details for the course (location, timetable, list of nearby hotels, etc.).

## Questions from participants requiring a visa to attend the course

### Can I expect any visa application support if I need a visa to attend a training session?

- Consepsys Limited does not have the authority to issue any letter of invitation to any Client requiring a visa to attend any given face-to-face training session.
- Clients have to make their own arrangements for visa applications, accommodation booking and letters of invitation for the attendance of training sessions.
- Depending on the destination country, the Course Enrollment Confirmation Notice can be added as a supporting document for the visa application process.
- Clients requiring visas who have planned their visa application well have had no problem obtaining their visa. The steps they have taken to ensure success:
  - Queries well ahead of the course dates
  - Payment and enrollment well ahead of course dates – typically 8 to 12 weeks. On receipt of payment, Consepsys sends a Course Enrollment Confirmation Notice (CECN).
  - Booking of hotel near the course venue and confirmation of hotel booking.
  - Purchase of travel ticket for the period of the course session.
  - Compilation of the visa application using documents required by the destination country's consulate and attachment of the CECN.
  - Application for visa at least 8 to 10 weeks prior to the start of the course session.

## Questions on pre-requisites

### What are the pre-requisites to attend the training courses?

Each specific course brochure contains a section on pre-requisites. Please refer to the relevant brochure: DCC, DCA, DCM, MGR

### What are the pre-requisites to attend the “Certified Lead Document Controller” Course (DCM)?

Please have a look at the DCM brochure for pre-requisites. If you are not sure whether you have the experience to attend DCM ‘Certified Lead Document Controller’, please complete the [‘DCM Pre-requisite High-level Self-assessment Questionnaire’](#)

The FAQ continues on next page 

## OTHER GENERAL QUESTIONS:

### What is Document Control?

Document Control is a document management profession whose purpose is to enforce controlled processes and practices for the creation, review, modification, issuance, distribution and accessibility of documents.

The role ensures that documentation available at official points of use within an organisation is trusted by its users and contains up-to-date, reliable, checked and formally approved information.

It is mostly present in activity sectors or organisations:

- Involving engineering and construction; and/or
- Wherein documentation is frequently modified and updated; and/or
- Seeking or holding ISO 9001 certification; and/or
- Wherein finding reliable, up-to-date and official documents and information is of critical importance; and/or
- Which are regulated; and/or
- Wherein the unintended use of an outdated or unofficial documents can lead to injury or death; and/or
- Wherein large amounts of documents are produced and exchanged between different entities; and/or
- Involving technical operations; and/or
- With a strong emphasis on compliance, traceability and auditability.

Document Control is a profession and it is not to be confused with Electronic Document Management Software packages, or the use thereof.

### Is there a local branch/subsidiary for Consepsys Limited in my country?

- Unless you are based in the United Kingdom, Consepsys Limited does not have a local branch/subsidiary in your country.
- We are registered and based in the United Kingdom and our model is to travel around the world to deliver courses and to run certification examination sessions.

**Any other question?** Do not hesitate to contact us via: [contact@consepsys.com](mailto:contact@consepsys.com) or through our [enquiry form](#)

# REGISTRATION / ENROLLMENT

All enrollment requests have to be submitted online at:

<https://www.consepsys.com/contact-us/>

Make sure you select the "Course Enrollment" option on the top of the form:

You contact us for: \*

General Enquiry

Course Enrollment / Registration

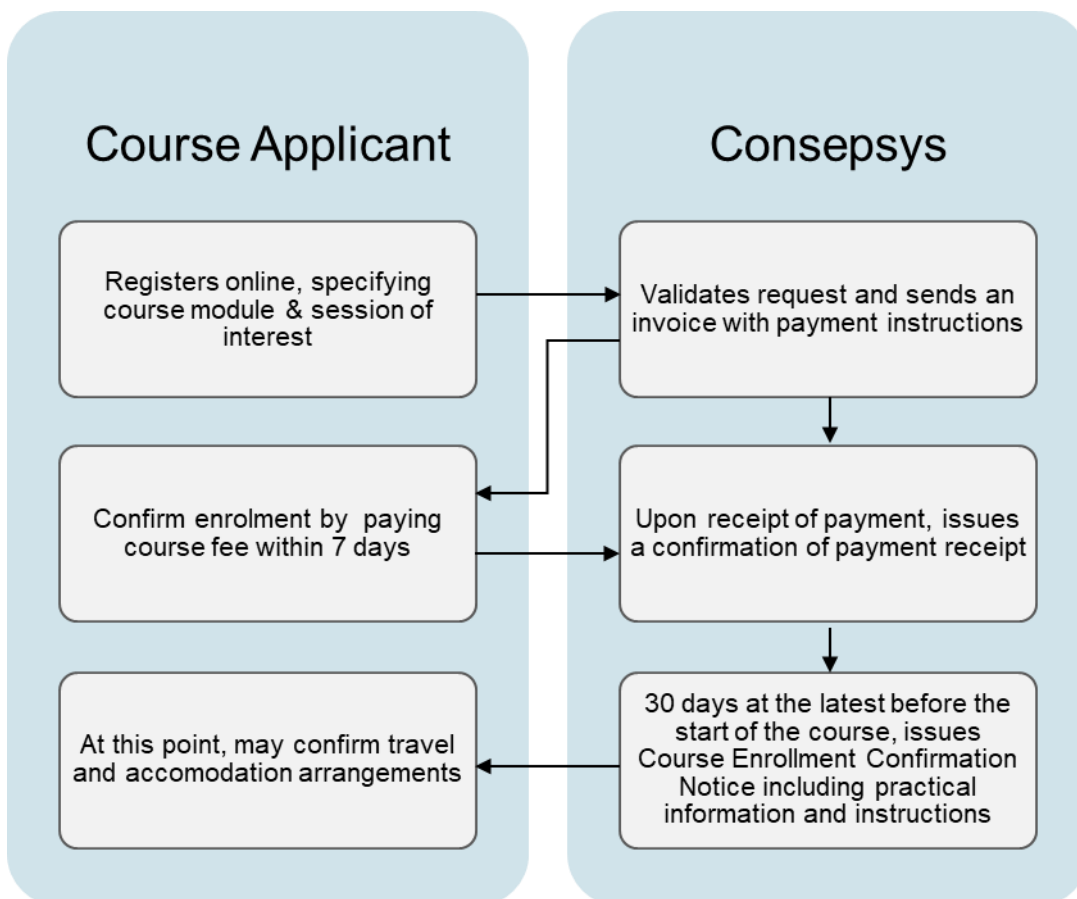
Subject \*

DCC - Certified Document Controller Training Course

DCM - Certified Lead Document Controller Training Course (Selected locations only)

DCA - Advanced Document Controller Course (Selected locations only)

# REGISTRATION / ENROLLMENT PROCESS



# CLIENT REFERENCES

A few client references ([more](#))





# WHAT DID THEY THINK ABOUT OUR COURSES?



## Testimonials

This training course is spot on. I would highly recommend this course to anyone that even slightly participates in the Document Control work stream. I also really enjoyed this the added benefit of hearing others experiences, methodes and challenges.

Terrific course. It provided verification of what I have learned on my own at this point but also close gaps of where I was lacking knowledge. This course provides reassurance of my role as a Document Controller

I absolutely loved the entire experience! Gained insight and expended knowledge while confirming positivites / negatives of current business practices

Very professional, lecturers are very knowledgeable and well versed in the subject matter. For Document Controllers, whether new to the job or experienced, this is a must-take class!

I attended a great course: the information was well rounded and the instructors were fantastic! I highly recommend this for any Document Control professional.

I learned more in 2 days than ever before. I can go back to my workplace with my head up high!

Read more testimonials on our website

[READ →](#)