



ISO 30301 Introduction

Introduction to Management Systems for Records (MSR) based on ISO 30301

Why should you attend?

ISO 30301 Introduction training course enables you to comprehend the basic concepts of a Management System for Records (MSR).

By attending the ISO 30301 Introduction course, you will understand the importance of a Management System for Records and the benefits that businesses, society and governments can obtain.

Who should attend?

- Individuals interested in the management of records
- Individuals seeking to gain knowledge about the main processes of Management Systems for Records (MSR)

Learning objectives

- Understand the concepts, approaches, methods, and techniques used to implement a Management System for Records
- Understand the basic elements of a Management System for Records (MSR)

Course agenda

DURATION: 1 DAY

- Day 1: Introduction to Management System for Records (MSR) concepts as required by ISO 30301

Prerequisites

- None

Examination

- None

Certification

- None

General information

- Training material containing over 100 pages of information and practical examples will be distributed
- A participation certificate of 7 CPD (Continuing Professional Development) credits will be issued