Document Control and Quality Records Management

Quality and Audit

Course Overview

Document Control and Quality Records Management: a 5-day professional training course from LTC Consultants, delivered in-classroom across Africa and live...

What You Will Achieve

- Explain the core principles and current good practice in Document Control and Quality Records Management
- Apply practical tools and techniques for Document Control and Quality Records Management in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Document Control and Quality Records Management in practice
- Build a personal action plan to implement what you have learned

Who Should Attend

Directors, senior managers, heads of department, team leaders and high-potential professionals preparing for greater leadership responsibility.

Course Outline

1. Setting the scene: Document Control and Quality Records Management in today's organisation
2. Key concepts and the language of Document Control and Quality Records Management
3. Frameworks and good practice that deliver results
4. Hands-on application: workshop exercises and cases
5. Problem-solving clinic: participants' real challenges
6. Integrating Document Control and Quality Records Management with day-to-day operations
7. Reporting, metrics and demonstrating value
8. Action planning: your first 90 days after the course

Upcoming Dates and Fees

DATES	VENUE	FEE (PER DELEGATE)
2 to 6 Nov 2026	Kampala	**$1,450**
9 to 13 Nov 2026	Durban	**$1,395**
16 to 20 Nov 2026	Accra	**$1,550**
23 to 27 Nov 2026	Online	**$750**
30 Nov to 4 Dec 2026	Lagos	**$1,550**

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Every delegate receives a Certificate of Attendance. Group and in-house rates available on request.