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ISO 37301:2021

Compliance Management Systems

Implementation & Documentation

OBJECTIVE

- To understand the importance of CMS document requirements
- To provide guideline for developing CMS documentation
- To enhance the effectiveness on document's implementation
- To enhance the effectiveness on record management system to support CMS

ENTRY REQUIREMENT

This course is recommended for those who is responsible for or interesting in establishing a formal company-wide Compliance Management Systems for Governance, Risk, and Compliance that will effectively and measurably improve organizational performance

Participants who will participate in this training better have basic knowledge of CMS or have taken the ISO37301 basic training.

COURSE CONTENT

- Introduce ISO 37301 requirements for establishing a compliance management system (CMS) and key concept on ISO documentation
- Guidelines for Manual, Procedure and Work Instruction documentation
- Establishment and maintenance of Record systems for CMS
- Continual Improvement of CMS documentation

COURSE AIM

It is a new requirement for organization to act lawfully and ethically. It is important to understand that documentation often remains the most practical method available to control processes and their outcomes, as well as providing evidence to support Compliance Management System (CMS).

This course is designed to help ensure users to understand that documentation is often the most straight forward method to control CMS outcomes and processes and help your organization and other interested parties understand when to document, and how much documentation is needed as well as choose the type of documentation based on the real business needs of the organization' CMS effective implementation.

GENERAL INFORMATION

Venue: ACI Training Venue

Duration: 4 hours

Language: Cantonese supplemented with English material

Methodology: Presentation, workshop and case study

Certificate: Certificate of Successful Completion will be awarded to delegates who have attended full course

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合規管理體系

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執行與文件處理培訓

培訓目的

- 了解合規管理體系文件要求的重要性
- 為開發合規管理體系文檔提供指南
- 提高文件執行的有效性
- 提高記錄管理系統的有效性以支持合規管理體系

培訓對象

本課程推薦給那些負責或有興趣在公司建立正式的治理、風險和合規管理系統，並有效和可衡量地提高業績的公司。

參加本次培訓的學員需具備合規管理體系基礎知識或曾參加ISO37301基礎培訓。

培訓內容

- 介紹 ISO 37301 對建立合規管理體系 (CMS) 的要求和 ISO 文件的關鍵概念
- 手冊、程序和工作指導文件指南
- 合規管理體系記錄系統的建立和維護
- 合規管理體系文檔的持續改進

培訓目標

這是對組織合法和合乎道德地行事的新要求。文件處理是最實用的方法來控制流程及其結果以及提供證據支持合規管理體系(CMS)。

本課程旨在幫助確保用戶了解文件處理通常是控制合規管理體系結果和流程的最直接方法，並幫助您的組織和其他相關方了解何時記錄、需要多少文檔以及根據組織執行的合規管理體系的真正需求而選擇不同類型的文檔。

培訓詳情

地點: ACI 訓練中心

時間: 4小時

課程語言: 廣東話授課輔以英語教材

上課模式: 講解與經驗分享