



2026 TRAINING SCHEDULE

PRESENTED BY COR CONCEPTS
YOUR SPECIALIST IN INFORMATION & RECORDS
MANAGEMENT TRAINING AND CONSULTING

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Course ID	Course Name	Pretoria	Cape Town	Durban	Other
ERM001	Electronic Document & Records Management Systems (EDRMS)	23 – 25 March	8 - 10 June	12 – 14 October	
ERM003	Hands on EDRMS	20 - 24 July			
ERM001/3	Combined EDRMS & Adv. EDRMS	16 - 20 February 26 – 30 October			
ERM006	IT for Records Professionals	9 – 13 March 17 - 21 August			
RM001	Records management for Public Sector	6 - 10 July		13 - 17 April	
IG001	Information Governance	11 – 15 May 7 - 11 September	9 – 13 November		

NOTICE: The scheduled dates may be changed, postponed or cancelled without notice. Registrations must take place at least 14 days prior to the scheduled training start date.

RM002	Records Management for the Private Sector	ON REQUEST
RM003	Advanced Records Management	ON REQUEST
RM004	International standards in document and records management	ON REQUEST
ERM002	Advanced EDRMS	ON REQUEST
ERM004	Managing Records for authenticity and reliability	ON REQUEST
PA001	POPI Act Workshop	ON REQUEST
	Implementing EDRMS	ON REQUEST
	Computer Proficiency	ON REQUEST