



The importance of information increases day by day. Management of information is essential in reaching the organizational targets. Today and in the future!

SOD-Opleidingen is a Dutch educational institute that specializes in document management and records management. We help information professionals improve their competences in the transition from analogue to digital document management.

Certified by the Dutch Government, SOD-Opleidingen offers a comprehensive and up-to-date range of courses, workshops and master classes on the topic of Enterprise Content Management and all related subjects.

All our lecturers have practical experience in the topic they teach. They translate their experiences, knowledge and theory to the daily work situation of our students.

Besides the increase of professional knowledge, our courses stimulate a pro-active and curious attitude. Because of the developments in the world of document management our courses, besides increasing professional knowledge, stimulate a pro-active and flexible attitude..

The range of courses of SOD-Opleidingen offers you the opportunity to develop en grow in the ever changing world of Enterprise Content Management! Give yourself a good career opportunity! For yourself as well as for your organization! Conduct a course at SOD-Opleidingen!

A sample of our courses:

- Metadata management
- Records management
- Document management
- Change management
- Information Retrieval
- Enterprise Search
- MS Sharepoint and Records management
- Enterprise Content Management
- Archiving in a digital organization
- File management and file names

Contact us for more information

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