

Course No. 1240

# Intelligent Document Processing Training Course

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AI AUTOMATION & INTELLIGENT WORKFLOWS  
ARTIFICIAL INTELLIGENCE & APPLICATIONS

DURATION

**5 Days**

DELIVERY

**Classroom**



## Course Overview

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The Intelligent Document Processing Training Course is designed to help organizations modernize document-intensive business processes by leveraging Artificial Intelligence (AI), Optical Character Recognition (OCR), Machine Learning (ML), Natural Language Processing (NLP), and Intelligent Automation technologies. As organizations continue their digital transformation journey, the ability to automatically capture, classify, extract, validate, and process information from structured and unstructured documents has become a critical capability for improving operational efficiency, reducing manual workloads, strengthening compliance, and enhancing customer and citizen services. This course provides participants with a comprehensive understanding of Intelligent Document Processing (IDP) and its role in transforming enterprise information management.

Traditional document processing often involves manual data entry, repetitive validation activities, and time-consuming approval workflows that increase operational costs and introduce the risk of human error. The Intelligent Document Processing Training Course demonstrates how AI-powered document processing solutions can automate these activities by accurately extracting information from invoices, contracts, financial documents, forms, correspondence, identification documents, procurement records, insurance claims, medical records, regulatory submissions, and other business documents. Participants will learn how AI improves document accuracy, accelerates processing times, and supports intelligent decision-making across multiple industries.

The course explores the complete Intelligent Document Processing lifecycle, including document capture, document classification, data extraction, information validation, workflow integration, exception handling, governance, and continuous optimization. Participants will examine how Intelligent Document Processing integrates with Enterprise Resource Planning (ERP), Customer Relationship Management (CRM), Enterprise Content Management (ECM), Robotic Process Automation (RPA), Business Process Management (BPM), and digital transformation initiatives to create efficient, scalable, and intelligent business operations.

Combining strategic knowledge with practical implementation techniques, this course equips executives, managers, business analysts, IT professionals, automation specialists, and digital transformation leaders with the knowledge required to successfully implement Intelligent Document Processing solutions. Through real-world case studies, practical workshops, implementation exercises, and best practice frameworks, participants will gain the ability to design AI-driven document automation strategies that improve productivity, strengthen compliance, reduce operational risks, and support sustainable organizational performance.

## Objectives

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- Analyze document-intensive business processes to identify opportunities for Intelligent Document Processing implementation during the course.
- Develop enterprise document automation strategies aligned with operational and digital transformation objectives.
- Evaluate AI technologies including OCR, Machine Learning, and Natural Language Processing for document processing applications.
- Apply Intelligent Document Processing methodologies to automate document capture, classification, extraction, and validation.
- Design efficient document processing workflows that integrate with enterprise business systems.
- Improve operational efficiency by reducing manual document handling and increasing processing accuracy.
- Strengthen document governance, regulatory compliance, and information security throughout the document lifecycle.
- Implement data quality and validation practices that improve the reliability of extracted business information.
- Assess organizational readiness, business value, and implementation priorities for Intelligent Document Processing initiatives.
- Align Intelligent Document Processing solutions with enterprise automation, operational excellence, and continuous improvement strategies.

## Who Should Attend

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The Intelligent Document Processing Training Course is designed for executives, operations managers, digital transformation leaders, information management professionals, business process managers, records management specialists, IT managers, automation managers, project managers, enterprise architects, business analysts, and senior decision-makers responsible for improving document-centric business operations.

The course is particularly valuable for professionals working in government entities, ministries, regulatory authorities, public sector organizations, banks, financial institutions, insurance companies, oil and gas organizations, healthcare providers, telecommunications companies, manufacturing enterprises, logistics organizations, legal departments, procurement divisions, and multinational corporations managing high volumes of business documents.

It is also suitable for compliance officers, internal auditors, finance professionals, HR managers, customer service managers, document controllers, records administrators, AI specialists, RPA developers, enterprise content management professionals, business intelligence teams, operational excellence specialists, and consultants involved in document automation, business process optimization, and enterprise digital transformation initiatives.

## Learning Outcomes

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- By the end of the Intelligent Document Processing Training Course, participants will be able to:
- Explain the principles, technologies, and business value of Intelligent Document Processing.
- Assess organizational document workflows to identify automation opportunities.
- Design AI-enabled document processing solutions for structured and unstructured business documents.
- Apply OCR, Machine Learning, and Natural Language Processing techniques to automate document processing.
- Integrate Intelligent Document Processing with enterprise applications, workflow systems, and automation platforms.
- Improve document accuracy, processing speed, and operational efficiency through AI-driven automation.
- Implement governance, compliance, data security, and quality assurance practices for enterprise document management.
- Develop dashboards and performance metrics to monitor Intelligent Document Processing initiatives.
- Evaluate business benefits, operational risks, and implementation priorities for enterprise document automation.
- Prepare a practical implementation roadmap for Intelligent Document Processing projects that support digital transformation and continuous business improvement.

## Course Outline

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### DAY 01

## Foundations of Intelligent Document Processing

- Introduction to Intelligent Document Processing and enterprise document automation
- Artificial Intelligence technologies supporting document processing
- OCR, Machine Learning, Natural Language Processing, and Intelligent Automation fundamentals
- Business value of Intelligent Document Processing across industries

### PRACTICAL WORKSHOP

Assessing organizational document processes and automation opportunities

### DAY 02

## Document Capture, Classification, and Data Extraction

- Document acquisition, scanning, and digital capture techniques
- Intelligent document classification and categorization
- Automated data extraction from structured and unstructured documents
- Data validation, quality assurance, and exception management

### PRACTICAL WORKSHOP

Designing Intelligent Document Processing workflows

### DAY 03

## AI-Driven Document Automation and Enterprise Integration

- Integrating Intelligent Document Processing with ERP, CRM, ECM, BPM, and RPA platforms
- AI-powered workflow automation and business process optimization
- Managing contracts, invoices, procurement documents, HR records, and customer documents
- Intelligent document analytics and business insights

## DAY 03 — CONTINUED

**PRACTICAL WORKSHOP**

Building integrated AI document processing solutions

**DAY 04****Governance, Compliance, and Performance Management**

- Information governance and enterprise document management
- Regulatory compliance, privacy, cybersecurity, and records retention
- Performance measurement using KPIs and operational metrics
- Risk management and quality improvement for document automation

**PRACTICAL WORKSHOP**

Developing governance frameworks and performance dashboards

**DAY 05****Enterprise Implementation and Continuous Improvement**

- Planning Intelligent Document Processing implementation projects
- Organizational change management and user adoption strategies
- Scaling Intelligent Document Processing across enterprise operations
- Future trends in AI-powered document automation and intelligent enterprise content management

**FINAL WORKSHOP**

Developing a comprehensive Intelligent Document Processing implementation roadmap, governance framework, business case, KPI framework, and organizational action plan for sustainable digital transformation and operational excellence.



## Register or Request More Information

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Course page: <https://quest-training.com/courses/intelligent-document-processing-training-course>

Website: <https://quest-training.com>

Email: [info@quest-training.com](mailto:info@quest-training.com)

Phone: +905016771440

