BLACKBIRD FOR TRAINING

Professional Training in Artificial Intelligence for Document Management

1 – 5 November 2027
Accra (Ghana)



Professional Training in Artificial Intelligence for Document Management

Ref: 3254627_315854 **Date:** 1 – 5 November 2027 **Location:** Accra (Ghana) **Fees:** 4200 GBP

Introduction

Document management using Artificial Intelligence AI is a modern field that enhances business efficiency and reduces the time and effort required to manage data and documents. Digital document management has become one of the cornerstones of improving business operations today, offering solutions that simplify the classification, advanced search, and automation of documents. This training program equips participants with the knowledge and skills to understand AI fundamentals and its applications in document management, including intelligent classification, advanced search, and automation. It also strengthens participants' abilities to enhance their document management strategies in today's modern work environments.

Course Objectives

- Understand the fundamental principles of AI and its applications in document management.
- Learn about the latest technologies and software used in document management solutions, including automation and data management.
- Acquire the skills to develop intelligent systems for document classification and organization.
- Analyze challenges related to using AI in document management and create innovative solutions.
- Apply the acquired skills to real-life scenarios to enhance business performance.

Course Outlines

Day 1: Introduction to AI and Document Management

- Introduction to AI: definition and fields.
- The evolution of AI in document management: how AI has impacted the document management process.
- Basics of digital document management: classification and organization.
- Overview of specialized tools used in document management systems.

Day 2: AI for Document Classification and Retrieval

- Intelligent classification techniques: concepts and applications.
- Optical Character Recognition OCR and content analysis.
- Methods for document retrieval using smart search.
- Practical application: Setting up a simple document classification system.



Day 3: Automating Document Management Processes

- Introduction to document management automation: concept and benefits.
- Creating workflows using AI.
- Common tools and software for document management services and automation.
- Workshop: Designing an automated document management process in a virtual company.

Day 4: Securing Documents with AI

- Challenges of protecting digital documents.
- Identity verification techniques using AI.
- Data security and privacy protection.
- Practical application: Setting up a system to secure legal documents and digital files.

Day 5: Practical Applications and Participant Projects

- A comprehensive review of learned concepts.
- Examples of successful case studies using AI in document management.
- Preparing individual or group projects to improve document management using the technologies acquired.
- Project evaluation and recommendations for performance improvement.

Why Attend this Course: Wins & Losses!

If you want to improve document management within your organization or learn how to apply AI in document management, this course is a great opportunity. You will be able to:

- Develop document management strategies using modern tools like document management systems and intelligent automation.
- Enhance work efficiency through document management solutions that save time and effort.
- Learn to deal with legal document management and enjoy the benefits of an advanced document management system.
- Master best practices in document management and gain from the benefits of artificial intelligence in document handling.
- Acquire analytical skills to manage the document management lifecycle efficiently and securely.

Conclusion

By the end of this course, participants will have a clear understanding of AI applications in document management, practical skills in using relevant tools, and an actionable plan to improve document management in their professional environments.

If you aim to become a document management specialist or improve document management best practices in your organization, this course will provide you with the necessary tools and knowledge to achieve your goals and implement best practices in document management.

