

## Workshop on Document Management and Electronic Archiving For 3 Days

11 – 15 July 2027  
Istanbul (Turkey)

UK Traininig

# PARTNER



## Workshop on Document Management and Electronic Archiving For 3 Days

**Ref:** 3255668\_348000 **Date:** 11 – 15 July 2027 **Location:** Istanbul (Turkey) **Fees:** 4900 GBP

### Introduction

In today's rapidly evolving digital landscape, managing documents electronically has become essential for improving efficiency, ensuring data security, and maintaining organized workflows. Traditional paper-based systems can no longer keep up with the speed and complexity of modern operations, making digital transformation a strategic necessity rather than an option.

This course provides a practical and well-structured approach to electronic document management and digital archiving. It focuses on how organizations can streamline document processes, enhance accessibility, and implement reliable systems that support long-term performance and compliance.

### Workshop Objectives

By the end of this course, participants will be able to:

- Understand the core principles of electronic document management and digital archiving.
- Apply best practices in document digitization and organization.
- Design effective document lifecycle management processes.
- Utilize technologies such as OCR and AI to improve document handling.
- Develop policies and procedures aligned with regulatory standards.
- Enhance workflow efficiency while reducing operational expenses.

### Workshop Outlines

#### Day 1: Foundations of Document Management & Digital Transformation

- Introduction to electronic document management systems DMS.
- Differences between traditional and digital document processes.
- Key steps in transitioning from paper-based to digital systems.
- The role of digital archiving in improving accessibility and reducing costs.
- Understanding compliance frameworks and standards.

UK Training

**PARTNER**

A graphic of a chessboard with several chess pieces (king, queen, rook, knight, and pawns) in gold and silver, set against a background of concentric circles.

## Day 2: Advanced Technologies in Document Management

- Core functions of document management systems: indexing, classification, and retrieval.
- Optical Character Recognition OCR and smart indexing techniques.
- The role of artificial intelligence in document processing and automation.
- Comparing Document Management Systems DMS and Records Management Systems RMS.
- Enhancing search accuracy and information accessibility.

## Day 3: Implementation Strategies & Practical Applications

- Selecting the right document management system.
- Planning and executing digital transformation initiatives.
- Data migration and ensuring operational continuity.
- Resource planning and stakeholder alignment.
- Document security, access control, and data protection.
- Practical case studies and applied exercises.

## Why Attend This Workshop ? Wins & Losses!

- Gain practical insight into managing documents efficiently in a digital environment.
- Improve workflow performance and reduce process complexity.
- Learn how to implement modern technologies that enhance productivity.
- Strengthen your ability to protect sensitive information and ensure compliance.
- Acquire actionable tools and strategies that can be applied immediately.

## Conclusion

As organizations continue to rely on digital systems, effective document management becomes a key driver of operational success. This course goes beyond theory, offering a hands-on perspective that helps you build structured, secure, and efficient document processes.

**By the end of the program, you will have the confidence and capability to implement modern document management solutions, improve information flow, and support long-term organizational performance in a rapidly changing digital environment.**

A graphic of a chessboard with several pawns. In the foreground, a large gold king piece stands prominently. Behind it, a silver pawn and a gold pawn are visible. The background shows concentric circles emanating from the center of the board.

UK Training  
**PARTNER**