

Smart Archiving and Effective Electronic Organization of Information

Sharm El-Sheikh (Egypt)

19 - 23 January 2025

UK Traininig

PARTNER



Smart Archiving and Effective Electronic Organization of Information

Code: IT28 From: 19 - 23 January 2025 City: Sharm El-Sheikh (Egypt) Fees: 4400 Pound

Introduction

In today's digital age, the volume of information and data generated by organizations is increasing exponentially. Without proper archiving and organization, it becomes challenging to access and manage this wealth of information efficiently. This training course aims to equip participants with the knowledge and skills required to implement smart archiving strategies and establish effective electronic organization systems to enhance productivity and accessibility.

Course Objectives

- Understand the importance of smart archiving and electronic organization in modern business environments.
- Recognize the challenges associated with information overload and inefficient archiving practices.
- Identify the key principles and best practices of smart archiving to optimize data storage and retrieval.
- Utilize electronic tools and software to organize information effectively and streamline workflow.
- Develop a comprehensive archiving and organization strategy tailored to their organization's specific needs.

Course Outlines

Day 1: Introduction to Smart Archiving and Information Organization

- Definition and significance of smart archiving in the digital age.
- The benefits of effective information organization for businesses and individuals.
- Understanding different data types and their archiving requirements.
- Introduction to popular archiving methods and systems.
- Best practices for file naming conventions and folder structures.

Day 2: Information Management and Digital Preservation

- Information lifecycle management: Creation, storage, retrieval, and disposal.
- Implementing metadata for efficient categorization and searchability.
- Understanding digital preservation principles to ensure long-term data integrity.
- Introduction to backup and disaster recovery strategies.
- Compliance and legal considerations in archiving sensitive data.

Day 3: Electronic Document Management Systems EDMS

- Introduction to Electronic Document Management Systems EDMS.
- Evaluating and selecting the right EDMS for your organization.
- Document capture and digitization techniques.



- Collaboration features and version control in EDMS.
- Integrating EDMS with other business applications.

Day 4: Data Security and Access Control

- Understanding data security risks in archiving and organization.
- Implementing access controls and permissions for sensitive information.
- Encryption and data protection measures.
- Training employees on data security and privacy practices.
- Auditing and monitoring data access to ensure compliance.

Day 5: Implementing Smart Archiving and Organization Strategies

- Develop a customized archiving and organization plan for your organization.
- Overcoming resistance to change and fostering a culture of information management.
- Managing the transition from traditional to electronic archiving systems.
- Training staff on the new archiving and organization practices.
- Measuring the effectiveness of the implemented strategies and making improvements.



Blackbird Training Cities

Europe



Malaga (Spain)



Sarajevo (Bosnia and Herzegovina)



Oporto (Portugal)



Glasgow (Scotland)



Edinburgh (UK)



Oslo (Norway)



Anney (France)



Bordeaux (France)



Copenhagen (Denmark)



Birmingham (UK)



Lyon (France)



Moscow (Russia)



Stockholm (Sweden)
(Netherlands)



Podgorica (Montenegro)



Batumi (Georgia)



London (UK)



Istanbul (Turkey)



Amsterdam



Düsseldorf (Germany)



Paris (France)



Barcelona (Spain)



Munich (Germany)



Geneva (Switzerland)



Prague (Czech)



Vienna (Austria)



Rome (Italy)



Brussels (Belgium)



Madrid (Spain)



Berlin (Germany)



Lisbon (Portugal)



Zurich (Switzerland)



Manchester (UK)



Milan (Italy)



Blackbird Training Cities

USA & Canada



Los Angeles (USA)



Orlando, Florida (USA)



Online



Phoenix, Arizona (USA)



Houston, Texas (USA)



Boston, MA (USA)



Washington (USA)



Miami, Florida (USA)



New York City (USA)



Seattle, Washington (USA)



Washington DC (USA)



In House



Jersey, New Jersey (USA)



Toronto (Canada)

Africa



Baku (Azerbaijan)
(Thailand)



Maldives (Maldives)



Doha (Qatar)



Manila (Philippines)



Bali (Indonesia)



Bangkok



Beijing (China)



Singapore (Singapore)



Sydney (Australia)



Tokyo (Japan)



Jeddah (KSA)



Riyadh (KSA)



Dubai (UAE)



Kuala Lumpur (Malaysia)



Kuwait City (Kuwait)



Pulau Ujong (Singapore)



Jakarta (Indonesia)



Amman (Jordan)



Beirut (Lebanon)



Blackbird Training Cities

Asia



Kigali (Rwanda)



Cape Town (South Africa)



Accra (Ghana)



Lagos (Nigeria)



Marrakesh (Morocco)



Nairobi (Kenya)



Zanzibar (Tanzania)



Tangier (Morocco)



Cairo (Egypt)



Sharm El-Sheikh (Egypt)



Casablanca (Morocco)



Tunis (Tunisia)



Blackbird Training Clients



UK Training
PARTNER



Blackbird Training Categories

Management & Admin

Professional Skills
Finance, Accounting, Budgeting
Media & Public Relations
Project Management
Human Resources
Audit & Quality Assurance
Marketing, Sales, Customer Service
Secretary & Admin
Supply Chain & Logistics
Management & Leadership
Agile and Elevation

Technical Courses

Hospital Management
Public Sector
Special Workshops
Oil & Gas Engineering
Telecom Engineering
IT & IT Engineering
Health & Safety
Law and Contract Management
Customs & Safety
Aviation
C-Suite Training



BLACKBIRD
FOR TRAINING



International House 185 Tower Bridge
Road London SE1 2UF United Kingdom



+44 7401 1773 35
+44 7480 775526



Sales@blackbird-training.com



www.blackbird-training.com

UK Training

PARTNER

