

Digital Transformation Strategy

Amman (Jordan)

2 - 6 November 2025

UK Traininig

PARTNER



Digital Transformation Strategy

Code: IT28 From: 2 - 6 November 2025 City: Amman (Jordan) Fees: 4000 Pound

Introduction

In today's fast-paced business environment, digitization has become a major challenge for all organizations. With the growing volume of digital content, it is essential to implement policies, processes, and systems that can effectively manage this surge and drive operational efficiency. This process is commonly referred to as digital transformation, and professionals and organizations are increasingly called upon to adopt global standards and best practices to enhance how digital content is captured, managed, and controlled.

Digital transformation goes beyond just adopting new technologies. It involves reshaping business processes to better meet the needs of customers and improve organizational efficiency. In this course, you will gain an in-depth understanding of digital transformation strategies, particularly in relation to data digitization and file management. This includes establishing digital controls, frameworks for accountability, and adhering to industry regulations such as ISO 13008 for digital records conversion and migration.

Participants will also be introduced to key digital transformation technologies and industry standards related to scanning, archiving, preservation, and security. With hands-on exercises and case studies, participants will leave the course with practical skills to plan, execute, and manage their own digital transformation strategy within their organizations.

Course Objectives

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

- Understand how data and information can be digitized and managed more effectively, aligning with an organization's digital transformation strategy.
- Develop action plans for scanning, workflow management, and integration of digital information to support compliance, audits, and legal regulations.
- Establish and implement a Data Digitization project, including systems, roles, and responsibilities.
- Manage data in accordance with ISO 13008 Digital Records Conversion and ISO 27001 Information Security standards.
- Formulate and implement digitization policies and working procedures to ensure compliance with national and international guidelines.
- Understand the significance of digital transformation in logistics and how it can improve supply chain efficiency.

Course Outlines

Day 1: Introduction to Digitization and Standards

- Overview of digital transformation and its role in file management.



- Managing structured and unstructured data.
- Best practices in scanning, data capture, and workflow processes.
- Metadata, indexing, and classification strategies.
- Enterprise search and archiving techniques.

Day 2: Compliance, Regulations, and Digitization ISO 13008

- Understanding ISO 13008 standards for digital records conversion and migration.
- Effective archiving and data preservation methods.
- Data protection, privacy, and compliance regulations.
- Implementing ISO 27001 information security and managing cybersecurity risks.

Day 3: Implementation and Project Management

- Developing a target operating model for digital transformation.
- Defining roles, responsibilities, and reporting structures.
- Program planning, quality management, and risk management for digital transformation projects.

Day 4: Data Digitization IT Solutions

- Leveraging scanning technologies and Optical Character Recognition OCR.
- Best practices in indexing and metadata management.
- Workflow optimization and business process automation.
- Exploring enterprise content management systems for document and records management.

Day 5: Developing Policy, Procedures, and Action Plans

- Drafting digitization management policies.
- Creating data lifecycle management procedures.
- Developing a program and project implementation action plan.
- Real-world case studies to understand successful digital transformation strategies.

Why Attend This Course? Wins & Losses!

- Gain a comprehensive understanding of digital transformation strategy and its importance in improving organizational efficiency.
- Learn how to create a digital transformation strategy that integrates data digitization, workflow automation, and compliance.
- Develop the skills to manage digital records and documents in line with international standards such as ISO 13008 and ISO 27001.
- Understand the essential tools and technologies required for digital transformation in various industries, including logistics and supply chain.
- Receive practical guidance on creating action plans to drive your organization's digital transformation journey.

Conclusion

This course equips professionals with the knowledge and skills necessary to navigate the complexities of digital transformation and file management in the digital age. By applying international standards such as ISO 13008 and

PARTNER



ISO 27001, participants will be prepared to lead their organizations through successful digital transformation projects. They will learn how to streamline processes, enhance data management practices, and create sustainable strategies for managing digital content.

With an emphasis on digital transformation technologies, compliance, and security, this course provides you with a strategic approach to transforming your organization's digital landscape. Participants will walk away with the tools to develop a comprehensive digital transformation strategy and implement best practices in data management and file digitization. Don't miss this opportunity to stay ahead of the curve in the rapidly evolving digital world.



Blackbird Training Cities

Europe



Malaga (Spain)



Sarajevo (Bosnia and Herzegovina)



Oporto (Portugal)



Glasgow (Scotland)



Edinburgh (UK)



Oslo (Norway)



Annecy (France)



Bordeaux (France)



Copenhagen (Denmark)



Birmingham (UK)



Lyon (France)



Moscow (Russia)



Stockholm (Sweden)



Podgorica (Montenegro)



Batumi (Georgia)



Salzburg (Austria)



London (UK)



Istanbul (Turkey)



Amsterdam



Düsseldorf (Germany)



Paris (France)



Athens (Greece)



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)

ASIA



Baku (Azerbaijan)
(Thailand)



Maldives (Maldives)



Doha (Qatar)



Manila (Philippines)



Bali (Indonesia)



Bangkok



Beijing (China)



Singapore (Singapore)



Sydney



Tokyo (Japan)



Jeddah (KSA)



Riyadh (KSA)



Melbourne (Australia)
(Kuwait)



Phuket (Thailand)



Shanghai (China)



Dubai (UAE)



Kuala Lumpur (Malaysia)



Kuwait City



Seoul (South Korea)



Pulau Ujong (Singapore)



Irbid (Jordan)



Jakarta (Indonesia)



Amman (Jordan)



Beirut



Blackbird Training Cities

AFRICA



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



MANNAI Trading
Company WLL,
Qatar



Alumina Corporation
Guinea



Booking.com
Netherlands



Oxfam GB International
Organization,
Yemen



Capital Markets
Authority,
Kuwait



Waltersmith Petroman Oil Limited
Nigeria



Qatar National Bank
(QNB),
Qatar



Qatar Foundation,
Qatar



AFRICAN UNION ADVISORY
BOARD ON CORRUPTION,
Tanzania



KFAS
Kuwait



Reserve Bank of
Malawi,
Malawi



Central Bank of Nigeria
Nigeria



Ministry of Interior
Kingdom of Saudi Arabia
KSA



Mabruk Oil Company
Libya



Saudi Electricity
Company,
KSA



BADAN PENGELOLA
KEUANGAN Haji,
Indonesia



NATO
Italy



ENI CORPORATE
UNIVERSITY,
Italy



Gulf Bank
Kuwait



General Organization for
Social Insurance
KSA



Defence Space Administration
Nigeria



National Industries
Group (Holding),
Kuwait



Hamad Medical
Corporation,
Qatar



USAID
Pakistan



STC Solutions,
KSA



North Oil company,



EKO Electricity



Oman Broadband



UNITED NATIONS
UN.



Authority for

UK Training
PARTNER



Blackbird Training Categories

Management & Admin

Entertainment & Leisure
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

Artificial Intelligence (AI)
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



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

