

# Effective Documents and Information Management Strategy

*Manama*

*7 - 11 September 2025*

UK Training

# PARTNER



## Effective Documents and Information Management Strategy

Code: LM28 From: 7 - 11 September 2025 City: Manama Fees: 3700 Pound

### Introduction

Welcome to the Effective Documents and Information Management Strategy course. In today's digital era, document management and information management are critical to the success and efficiency of any organization. With the exponential growth of data, businesses require robust document management solutions to handle, organize, and secure their information effectively. This course is designed to equip participants with the latest techniques and principles in digital document management systems DMS and information lifecycle management, empowering them to develop and implement strategies that enhance organizational efficiency, compliance, and data security.

### Course Objectives

- Understand the Importance of Document and Information Management: Gain a deep understanding of the role of effective document management in improving organizational efficiency.
- Explore Modern Trends and Technologies: Learn about the latest developments and technologies in information management systems and document management solutions.
- Assess Current Management Practices: Acquire skills to evaluate the current state of information management within an organization.
- Develop Organizational Strategies: Learn to organize, categorize, and secure documents using information management strategy plans and best practices.
- Ensure Compliance and Regulatory Adherence: Understand compliance requirements and how risk management information impacts document handling.
- Optimize Workflows and Collaboration: Implement information technology strategy and management techniques to streamline processes and enhance team collaboration.
- Select Appropriate Document Management Systems: Gain insights into evaluating and selecting the right digital document management systems DMS for your organization.
- Strengthen Information Governance: Understand the role of information governance in maintaining the integrity, accessibility, and security of organizational data.
- Ensure Data Privacy and Security: Apply information lifecycle management best practices to protect sensitive data.

### Course Outlines

#### Day 1: Understanding Document and Information Management

- Introduction to document management and information management principles.
- Benefits and challenges of implementing effective document management systems.
- Emerging trends and modern developments in information management strategy.

#### Day 2: Assessing Current State and Identifying Needs

A graphic of a chessboard with several chess pieces (king, queen, rook, knight, and pawns) in gold and silver. The text 'UK Training PARTNER' is overlaid on the board.

UK Training  
**PARTNER**

- Conducting audits of existing information management systems.
- Identifying organizational requirements and objectives for improvement.
- Stakeholder analysis to align information management strategies with business goals.

### Day 3: Organizing and Categorizing Documents and Information

- Developing taxonomies and metadata for structured classification.
- Building robust information architecture to support document organization.
- Using product information management techniques to streamline data handling.

### Day 4: Security, Compliance, and Governance

- Techniques for ensuring data privacy and security in document management systems.
- Understanding compliance with regulations and the role of risk management information.
- The importance of information governance in protecting organizational data.

### Day 5: Implementing Effective Strategies

- Evaluating and selecting document management solutions and DMS systems.
- Applying change management strategies for seamless system implementation.
- Developing an information management strategy plan and action roadmap for success.

### Why Attend This Course: Wins & Losses!

- **Achieve Certification:** Earn a Management Information Systems Certificate to boost your career prospects.
- **Master Advanced Techniques:** Gain expertise in digital document management systems DMS and information lifecycle management.
- **Enhance Organizational Efficiency:** Learn how to streamline workflows and improve data accessibility with document management solutions.
- **Ensure Compliance and Security:** Understand how to implement effective risk management information practices to protect sensitive data.

### Conclusion

This Effective Documents and Information Management Strategy course offers comprehensive training on the latest techniques in information management and document management solutions. By the end of the course, participants will be proficient in developing and implementing information lifecycle management strategies that enhance organizational efficiency, ensure compliance, and secure sensitive data.

You'll also learn how to choose and optimize digital document management systems DMS that align with your business goals.





## 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

UK Training  
**PARTNER**



## 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

 <p><b>MANNAI CORPORATION</b> MANNAI Trading Company WLL, Qatar</p>	 <p><b>GAC</b> UNE FILIALE D' EGA Alumina Corporation Guinea</p>	 <p><b>Booking.com</b> Booking.com Netherlands</p>	 <p><b>OXFAM</b> Oxfam GB International Organization, Yemen</p>	 <p><b>Capital Markets Authority</b> Kuwait</p>
 <p><b>WS</b> Waltersmith Petroman Oil Limited Nigeria</p>	 <p><b>QNB</b> Qatar National Bank (QNB), Qatar</p>	 <p><b>Qatar Foundation</b> Qatar</p>	 <p><b>AFRICAN UNION ADVISORY BOARD ON CORRUPTION</b> Tanzania</p>	 <p><b>KFAS</b> Kuwait Foundation for the Advancement of Sciences KFAS Kuwait</p>
 <p><b>Reserve Bank of Malawi</b> Malawi</p>	 <p><b>Central Bank of Nigeria</b> Nigeria</p>	 <p><b>Ministry of Interior Kingdom of Saudi Arabia</b> Ministry of Interior, KSA</p>	 <p><b>Mabruk Oil Company</b> Libya</p>	 <p><b>Saudi Electricity Company</b> KSA</p>
 <p><b>BPKH</b> Badan Pengelola Keuangan Haji BADAN PENGELOLA KEUANGAN Haji, Indonesia</p>	 <p><b>NATO Italy</b></p>	 <p><b>ENI</b> ENI CORPORATE UNIVERSITY, Italy</p>	 <p><b>GULF BANK</b> Gulf Bank Kuwait</p>	 <p><b>General Organization for Social Insurance</b> KSA</p>
 <p><b>Defence Space Administration</b> Nigeria</p>	 <p><b>National Industries Group (Holding)</b> Kuwait</p>	 <p><b>Hamad Medical Corporation</b> Qatar</p>	 <p><b>USAID</b> Pakistan</p>	 <p><b>STC</b> STC Solutions, KSA</p>
 <p><b>North Oil Company</b> North Oil company,</p>	 <p><b>EKO Electricity</b></p>	 <p><b>OMAN BROADBAND</b> Oman Broadband</p>	 <p><b>UNITED NATIONS</b> UN.</p>	 <p><b>Authority for Electricity Regulation, Oman</b> Authority for</p>

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

UK Training  
**PARTNER**

