BlackBird
FOR TRAINING

Documents and Archives

Amman (Jordan)

6 - 17 July 2025

UK Traininig
PARTNER

Documents and Archives

Introduction

In today's digital age, document and archive management has evolved significantly, incorporating advanced technology and modern methodologies to enhance efficiency and organization. This course is designed to provide participants with an in-depth understanding of contemporary document and archive management practices, preparing them for the challenges and opportunities in this field. Topics include defining documents, the meaning of archival documents, best practices for document archiving, and digital archiving solutions, ensuring participants are equipped with the knowledge to manage and protect documents effectively.

Course Objectives

- Understand the Fundamentals: Grasp the basic principles of document and archive management, including the document lifecycle and the importance of proper archiving.
- Technological Integration: Learn about the latest technologies in document and archive management, such as digital archiving, cloud storage, and AI-driven document processing.
- Best Practices and Standards: Familiarize with international standards and best practices for managing documents and archives, including data archiving strategies.
- Legal and Ethical Considerations: Understand the legal and ethical issues surrounding document management and archiving, such as data protection laws GDPR, CCPA and privacy concerns.
- Practical Skills: Develop practical skills in handling, organizing, and preserving both physical and digital documents.
- Crisis Management: Learn how to manage documents and archives during crisis situations, such as natural disasters or cyber-attacks.

Course Outlines

Day 1: Introduction to Document and Archive Management

- Overview of document and archive management, exploring the definition of documents and the archival documents meaning.
- Historical perspectives and the evolution of document management practices.
- The importance and benefits of effective document and document archiving solutions.

Day 2: Document Lifecycle and Classification

- Document creation and capture: Key elements in defining and capturing documents.
- Classification systems and how they enhance document organization and retrieval.
- Retention schedules and the document archiving process to determine when to keep or dispose of documents.

Day 3: Digital Archiving

- An introduction to digital archiving and its advantages.
- Technologies and tools for personal digital archiving and cloud storage solutions.
- The best way to archive documents digitally, including digitization processes and secure storage.

Day 4: Cloud Storage and Document Management Systems

- Understanding cloud storage and its impact on document management and archiving.
- Selecting the right Document Management System DMS for an organization.
- Implementing and managing a DMS to optimize document accessibility and security.

Day 5: AI and Machine Learning in Document Management

- The role of AI in document processing and exchange archiving.
- Using machine learning algorithms for effective document classification and management.
- Real-world case studies demonstrating the application of AI in managing archived documents.

Day 6: Standards and Best Practices

- International standards such as ISO 15489 and MoReq for document management and archiving.
- Best practices for managing documents and archives to ensure quality and compliance.
- Implementing data archiving strategies and quality assurance measures.

Day 7: Legal and Ethical Considerations

- Understanding data protection laws GDPR, CCPA and their implications for document archiving.
- Ethical issues in document management, including privacy and access control.
- Compliance strategies for managing risk and maintaining legal standards in document archiving.

Day 8: Practical Skills Workshop

- Techniques for organizing physical archives and the importance of maintaining their condition.
- Digital document handling and ensuring security protocols are followed for document archiving.
- Preservation techniques to protect documents over time and ensure their integrity.

Day 9: Crisis Management

- Developing disaster recovery plans to protect and restore documents in crisis situations.
- Cybersecurity measures for protecting archives from cyber-attacks.
- Case studies of successful crisis management strategies for documents and archives.

Day 10: Future Trends and Innovations

- Emerging technologies in document and archive management, such as blockchain and advanced digital tools.
- Predicting future trends in document management and how organizations can prepare for these changes.
- Course summary and Q&A session to reinforce key learning points.

Head Office: +44 7480 775 526
Email: Sales@blackbird-training.com
Website: www.blackbird-training.com

Conclusion

This document and archive management course provides valuable insights for professionals looking to enhance their expertise or pursue certifications in this field. Participants will learn about archiving meaning, the archived documents definition, document archiving solutions, and data archiving strategy. The course will prepare attendees to adopt best practices, stay compliant with regulations, and leverage the latest technological innovations to ensure secure and efficient document and archive management.

Head Office: +44 7480 775 526
Email: Sales@blackbird-training.com
Website: www.blackbird-training.com

Blackbird Training Cities

Europe

Malaga (Spain)	Sarajevo (Bosnia and Herzegovina) Cascais (Portugal)	Glasgow (Scotland)
Edinburgh (UK)	Oslo (Norway)	
Annecy (France)	Bordeax (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)					

UK Traininig
PARTNER

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)

UK Traininig
PARTNER

Blackbird Training Clients

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

UK Traininig
PARTNER

Head Office: +44 7480 775 526
Email: Sales@blackbird-training.com
Website: www.blackbird-training.com

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

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 Traininig
PARTNER

Head Office: +44 7480 775 526
Email: Sales@blackbird-training.com
Website: www.blackbird-training.com