Modern Systems for Document and Archive Management

Bangkok (Thailand)

5 - 9 January 2026

UK Traininig
PARTNER

Modern Systems for Document and Archive Management

Code: SA28 From: 5 - 9 January 2026 City: Bangkok (Thailand) Fees: 4700 Pound

Introduction

Modern organizations face increasing challenges in managing the vast volume of documents and archives. These challenges demand the adoption of modern document management systems and archive management solutions to ensure efficiency, security, easy retrieval, and data integrity. This course aims to equip participants with the knowledge and skills necessary for effective document management and archiving using the latest technologies and international best practices.

Course Objectives

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

- Understand modern document management systems and archive management solutions.
- Comprehend the document management process and its benefits in improving organizational efficiency.
- Gain technical skills to use specialized document archiving systems effectively.
- Enhance participants' ability to secure and protect documents and data.
- Explore document management best practices and international case studies in digital archive systems.

Course Outlines

Day 1: Introduction to Modern Document and Archive Management

- Basic concepts in document management and archiving.
- Types of documents and their administrative and legal importance.
- The document management lifecycle from creation to archiving.
- The difference between document management and archive management.
- International specifications for best document management practices.

Day 2: Tools and Modern Technologies

- Modern software for document management solutions.
- Overcoming document flow overload using digital document archiving systems.
- Document classification and electronic coding.
- Integrating document management systems with institutional work systems.
- Artificial intelligence applications in document and data management.

Day 3: Security and Protection in Document Management

- Security challenges related to document management systems.
- Protecting and securing information flowing through digital archive systems.
- Backup and data recovery techniques.
- Encryption and access control.

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

- Managing confidential documents and their lifecycle.

Day 4: Standards and Policies

- Administrative standards for document management.
- Technical standards and their integration with administrative standards.
- Managing the lifespan of documents.
- Archive management and institutional policies.
- The methodology for periodic evaluation of document management systems.

Day 5: International Case Studies and Practical Application

- Reviewing leading international case studies in document management.
- Analyzing successful case studies of modern document management solutions.
- Practical applications of the software tools used in document management.
- Group discussion on participants' challenges and experiences.
- Final exam and certificate distribution.

Why Attend This Course: Wins & Losses!

- Enhance your skills: Learn how to use the latest document management solutions and systems for efficient handling of documents in modern work environments.
- Gain a complete understanding of document management best practices and international standards to ensure quality, security, and compliance.
- Secure and protect documents effectively, reducing risks related to data leakage or loss.
- Hands-on experience with case studies and practical applications in digital archive systems.

Conclusion

This course offers the opportunity to gain essential skills and knowledge in document management and archive management with a focus on the latest technologies and best practices. Whether you're working in the government or private sector, this course will help you manage the increasing challenges of document and archive management and apply international best practices in this field.

You'll be equipped with the tools and techniques needed to enhance your organization's document management capabilities effectively and efficiently.

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)

Podgorica (Montenegro)

Batumi (Georgia)

Salzburg (Austria)

Florence (Italy)

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)

UK Traininig
PARTNER

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 Traininig
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)

UK Traininig
PARTNER

BLACKBIRD FOR TRAINING

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
Kuwait Foundation for the Advancement of Sciences
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**

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

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 Traininig
PARTNER

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