

Modern Systems for Document and Archive Management

Tunis (Tunisia)

31 August - 4 September 2025

UK Traininig

PARTNER



Modern Systems for Document and Archive Management

Code: SA28 From: 31 August - 4 September 2025 City: Tunis (Tunisia) Fees: 3700 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.

A graphic featuring the text 'UK Training PARTNER' in a bold, sans-serif font. The text is positioned above a stylized chessboard with several chess pieces (a king, a queen, and a pawn) in gold and silver. The background of the graphic consists of concentric circles and a checkered pattern.

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

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

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

